

# Candidate Brief



## Governance / Company Secretarial

**iwfm**

Institute of Workplace  
and Facilities Management

## About us

The Institute of Workplace and Facilities Management (IWFM) is the membership body for workplace and facilities professionals. We empower and enable workplace and facilities specialists to expand their potential and have rewarding, impactful careers. We are a business enabler optimising the profession's impact through our fully regulated qualifications, robust professional standards and an international community base.

Established in 2018 IWFM builds on the proud heritage of 25 years of the British Institute of Facilities Management. You will be joining the Institute at an exciting time in our evolution as we reposition our content offering, invest in key systems and aim for chartership.

## Membership insights:

Retention

**83%**

2023 membership (annual average)

**11,490**

Proportion at professional grades

**53%**

New joiners

**2,448**

Number of new joiners at professional grades

**1,007**

Member upgrades

**1,049**

Learner registrations

**1,959**



Awarded a qualification

**836**



Most popular level qualification

L4  
**848**

Most popular qualification

L4 Diploma  
**484**

Academy courses delivered

**48**



Course feedback average

**4.7/5**



Most booked

**Building Safety Act**  
**Managing Building Services**  
**Contract Management**



## **Working at IWFM**

We are more than just a place to work. IWFM is a workplace where you can learn, grow and make an impact in the workplace and facilities management world.

We are driven by our values and when recruiting for new team members we look for like-minded people. We empower our employees to be collaborative and inclusive. We are passionate about enabling our members to develop and be on that journey with them.

### **Our Values**

- **Confident and Bold**
- **Human and Inspiring**
- **Knowledgeable and InSync**
- **Active and Energetic**

As a fully distributed workforce of 42, all staff are expected to be self-starters, well organised and experts in their field. You will have complete responsibility for the Corporate Governance service within the Institute, working across the organisation with a wide variety of stakeholders. Home-based, the role will require occasional travel to attend meetings mostly held in London.

## Overview of Role

<b>Job Title:</b>	Governance/ Company Secretarial
<b>Salary:</b>	£45,000 - £55,000
<b>Department:</b>	Governance
<b>Reporting to:</b>	Finance Director

You will be a talented multitasker. A professional who cares about the detail but can understand the broader operations and how they support commercial priorities.

### Responsibilities

- Provide company secretarial and support services to Board, Committees and the Executive.
- Manage the annual governance programme of activities outlining person/s responsible for activities and ensuring all activities are delivered to strict deadlines.
- Agree agendas, meeting venues and organise facilities for appropriate communication. Prepare written resolutions, minutes and action logs. Ensure all these actions are delivered by relevant person/s to strict deadlines.
- Provide advice and ensure Institute compliance with key constitutional documents.
- Ensure governing documents and policies are reviewed and kept up to date.
- Ensure processes set out in documents are pragmatic, fit for purpose and meet suitable governance standards.
- Manage NED voting process and organise the AGM.
- Assist in recruitment, administration and sourcing of NED's, Co-Options and Committee Members.
- Provide skills gap analysis and manage Committee succession planning.
- Work closely as required with the Company Secretary keeping them fully informed of sensitive developments to enable them to intervene, where necessary.

# Person Specification

## Qualities

- High energy with a can-do attitude, inspiring others.
- Discretion and confidentiality
- Pace and pragmatism
- Takes responsibility and acts with confidence.
- Flexible and responsive approach.
- Communicates with confidence and calmly in high-pressure environments.

## Skills

- Recognised Governance qualification
- Experience within a membership organisation
- Experience organising volunteer Boards and Committees within a Governance role
- Pragmatic, accurate minute writing
- Creation of meticulous electronic filing systems
- Fanatical attention to detail

## Benefits

- Remote working with a 100% distributed workforce
- Generous annual leave and paid volunteering days
- Life insurance
- Bupa private medical
- Health shield cashback scheme
- Yulife wellbeing plan

## **How to apply**

Please send a CV and covering letter explaining how you meet the requirements of the role to

[hr@iwfm.org.uk](mailto:hr@iwfm.org.uk)

## **Additional information**

[iwfm.org.uk](http://iwfm.org.uk)

[Annual Review 2023](#)

[LinkedIn](#)