



The Archibald Corbett Community Arts & Heritage Centre runs a public library in the London Borough of Lewisham and provides a wide variety of activities, mostly free, for the local residents. These include face to face support services for people struggling to complete Government and Council forms, ESOL classes, dementia-friendly meeting groups, storytime and sing along groups for young children, homework groups for school children and various other activities.

The Charity also supports local artists, with regular art displays and craft fairs, and an annual art auction.

For the past ten years, the Charity has been an important hub for the Corbett Estate and the wider Catford area and has strong connections with local businesses and other charities.

Our activities

- Provision of a public library
- Reducing social isolation through the provision of meeting groups for all ages
- Reducing financial hardship through face to face employability counselling, online form completion and ESOL training
- Promoting local artists
- Advancing education in local history and heritage and the legacy of Archibald Corbett.
- Further details can be found on our website: www.corbettcommunity.org.uk

Company Secretary role

We are seeking a new Company Secretary to join our board of Trustees to ensure the smooth and efficient running of meetings of the trustee board and any sub-committees, providing assistance and support to the chair of the board of trustees.

This is a voluntary position with no remuneration, although reasonable expenses may be claimed.

Location: Remote working except for four annual board meetings which are held in Torrison Road Library, Catford SE6 1RQ

Time commitment: Attendance at four board meetings a year (duration two hours each) plus other responsibilities listed below. Estimated commitment less than five hours per month.

What will you be doing?

This is an important role as our board has limited Co Sec experience and we need an experienced expert to help us meet all of our legal obligations. The main tasks required of this role are:

- To ensure the smooth and efficient running of our quarterly board meetings and that they are carried out in line with our governing documents.
- To create accurate minutes of board meetings, recording all decisions and actions.
- To ensure that the charity complies with all regulatory and legal requirements and all our actions are in line with our governing documents.
- To ensure the charity complies with all reporting requirements.
- To serve as the main point of contact for the Charity Commission and Companies House, including updating charity and trustee details and submitting annual return.

What are we looking for?

We are looking for a person with the following skills:

- an understanding of Charity Commission and Companies House reporting requirements.
- good communication skills, including writing agendas and keeping concise and accurate minutes.
- able to organise your time and work to deadlines.
- able to work as a team and be committed to the charity values.

How to apply

- Please send an email to finance@corbettcommunity.org.uk including a short CV, setting out your relevant skills and experience by 31 May 2026.