

The Royal Edinburgh Military Tattoo
Role Description

Job Title: Assistant Governance Manager	Based At: Cockburn Street (Edinburgh) with hybrid working options
Current Post Holder: new role	Reports To: Governance and HR Manager
<p>About the Tattoo: The Royal Edinburgh Military Tattoo is a world-class event, rooted in Scottish tradition, offering audiences an experience like no other. Performed to a live audience of 220,000 each year on the iconic esplanade of Edinburgh Castle, the Tattoo showcases creativity through music, precision performances and dance from military and cultural acts from around the globe.</p> <p>The success of the Tattoo relies on the connection of performers, staff, and audiences and this enables us to contribute to Services and Arts charities each year. We're looking for enthusiastic, passionate, and personable people to work with us and join our world-class team.</p>	
<p>Role Purpose Summary: The Tattoo has an ambitious growth strategy with a brand mission to be 'The World's greatest immersive event'. This strategy will see the organisation evolve from a national event to a global entertainment company. Excellent governance, efficient and well-informed contracting and support for our people are important elements of achieving the strategy.</p> <p>The Tattoo is a registered charity with trading private subsidiaries. By maximising revenue, the organisation can enhance the donations it makes to military and arts charities.</p> <p>The Assistant Governance Manager is responsible for the smooth day-to-day operation of key business administration areas: corporate governance, legal services, human resources and charitable giving.</p> <p>In this role you will have exposure across a rare range of activity within a small core team, working directly with the Company Secretary and close to the Chief Executive and Chief Operating Officer. This is an excellent opportunity for someone wishing to progress a career in professional corporate governance or business management with the added motivation of contributing to our creative activity and charitable purpose.</p>	
<p>Key Responsibilities:</p> <p>Corporate Governance</p> <ul style="list-style-type: none"> • Preparation for Board and Committee meetings, including agendas (for discussion with G&HR Manager), collating papers from senior leadership and preparing formal minutes. • Prepare documents, reports and briefings as required by the G&HR Manager. • Support processes for charitable company donations and project fund administration, monitor use of donations and respond to funding enquiries. • Support routine activity such as induction, trustee/director reviews, meeting attendance and act as primary contact for Board communications. • Maintain company statutory records and compliance documentation. • Monitor changes in relevant company legislation, corporate governance and company secretarial environment and advise as required. • Deputise for the Company Secretary as required. 	

Legal

- Prepare and review all contracts (in consultation with company solicitors) and advise the business as required. Assist the G&HR Manager in the commercial and legal ramifications of major contracts.
- Maintain company contract files and ensure key contracts are updated as required.
- Conduct legal research and provide support to the G&HR Manager in various areas of law, preparing guidance and briefings where required.
- Be familiar with and monitor developments in relevant areas such as data protection, employment law and intellectual property and ensure areas of business are kept up to date and react accordingly.

Human Resources

- Manage processes for recruitment and onboarding of seasonal (approximately 250 each year) and core staff.
- Administration of employment contracts, records, and other HR activity.
- Keep abreast of employment law developments and advise on effect on the organisation.
- Assist in preparation and implementation of annual organisation and development plans.
- Develop and maintain HR areas of the company intranet.

Skills:

- Excellent administrative and organisational skills, to manage complex concurrent tasks successfully.
- Ability to work autonomously, taking individual responsibility and accountability.
- Confident, assertive, and diplomatic communicator with people at all levels.
- High standard of written communication and legal drafting.
- Ability to connect and assess the impact of your decisions on all areas of the business and on other stakeholders.
- Ability to quickly get to grips with new software/applications.
- Good understanding of protocol and precedent is desirable.

Experience and Qualifications:

- Relevant qualification to degree standard.
- Experience in corporate governance and contracting.
- Experience or understanding of business processes.

Personal Attitudes and Behaviours:

- A flexible and proactive attitude.
- Creative and resourceful problem solver.
- Methodical in approach and attentive to detail.
- Emotional maturity to deal with sensitive/confidential information and communication with senior stakeholders.
- Ability to work enthusiastically and cheerfully in a high-performing team.
- Strong integrity and high regard for the values and behaviours of the organisation.