

About The Auto-Cycle Union Ltd

The Auto Cycle Union (ACU) is the National Governing Body for motorcycle sport in the British Isles (less Northern Ireland). Formed in 1903, the ACU is a founding member of the World Governing Body for motorcycle sport, the Federation Internationale Motocyclisme (FIM). As such, the ACU is internationally recognised and respected for its role in furthering the interests of motorcycle sport both in the UK and on a global basis.

The ACU represents 21,000 licence holders, 3,000 volunteer Marshals and Officials, 550 members Clubs, divided into 20 Local Centres and issues up to 1900 motorcycle sport permits each year.

Domestically, the ACU provides for all forms of motorcycle sport ranging from Road Racing to all disciplines of Off Road activity (Motocross, Trials, Enduro, Grass Track and Speedway) and has successfully organised world class events such as Moto GP, World Superbikes, Motocross Des Nations, Motocross Grand Prix, Trials Des Nations and currently through ACU Events Ltd, organises the Isle of Man TT Races, Manx Grand Prix and the Southern 100 Road Racing events on the Isle of Man.

In its capacity as the National Governing Body, the ACU sets the Standing Regulations for the various aspects of the sport which ensures consistency in standards across all disciplines. It sets, checks and revises safety standards, which ensures that motorcycle sport is an insurable commodity. The ACU provides training for licenced Clerks of the Course and Stewards, and provides training for Marshals and Observers to ensure track and event safety.

It retains a body of medical advisors. It tracks the progress of national championships and contributes to the wider world of motorcycling that makes international competition happen. ACU Ltd is a member of an organisation who are in constant contact with various Government departments to defend and develop the sport of Motorcycling.

Job Title:	General Secretary
Reports To:	Chairman ACU Ltd
Responsible To:	ACU Ltd Board of Directors
Direct Reports:	Office Manager and ACU Staff
Main Place of Work:	ACU House, Rugby
Working Hours:	35 hours per week

Overview of the Post:

The General Secretary is a senior member of staff and Company Secretary for ACU Limited and its various bodies. The post holder will report to the Chairman ACU Ltd and provide support to the ACU Ltd Board of Directors.

The position of General Secretary is highly visible within the organisation and carries significant responsibility in relation to organising and administrating meetings of the ACU Ltd Board of Directors, meetings of the National Council and meetings of the Centre Chairmen/Secretaries as well as organising the Annual General Meeting.

The General Secretary will lead ACU Staff in support of the activities of Local Centres, Clubs and Promoters. The post holder will also liaise with the FIM and FIME to promote international motorcycling

sporting activities. In both instances, the General Secretary will be expected to fulfil these duties by attending meetings in person, including internationally where necessary.

Central to the role, the General Secretary will manage insurance related matters on behalf of ACU Ltd, including dealing with the administration for all serious incidents in liaison with our Brokers and Claims Handlers.

The General Secretary will also provide regular updates to the Chairman and Board of Directors of ACU Ltd about any and all issues related to the business and activity of the Companies (ACU Ltd and its subsidiaries).

Duties and Responsibilities:

- Act as the Company Secretary for ACU Limited and its various bodies in accordance with Statutory Regulation and agreed procedures – including filing of annual reports and changes of Board membership. All non-trading and dormant companies to be included in the process. (Except ACUI IoM)
- Manage insurance processes on behalf of ACU Ltd and its various bodies and oversee the response administration to serious incidents in accordance with Statutory Regulations and ACU Ltd procedures.
- Administer meetings of the ACU Ltd Board of Directors, the AGM / National Council, Centre Chairmen/Secretaries in accordance with agreed procedures (producing agendas, taking minutes, conveying decisions, handling meeting correspondence etc.)
- Coordinate the annual election process for elections to the Board of Directors / Sport Committees and the like.
- Work with staff to support the Sport Committees and activities of ACU Ltd.
- Act as lead on all Judicial Matters referred to the ACU in accordance with the National Sporting Code (Chapter 10). To include dealing with fines and suspensions imposed by either the ACU or its Members.
- Co-ordinate and issue Governing Body Endorsements for migrants and their Sponsors who have applied for a Visa to participate in Motorcycle Sport Competition within the ACU boundaries.
- Working with colleagues to manage the update of the online ACU Library annually.
- Ensure ACU is effectively represented at a National Level (Motorcycle Shows, LARA, Seminars) where appropriate as decided by the Board of Directors. Maintain good relations with other motorsport bodies such as MSUK.
- Sanitise full sets of minutes from each Sport Committee and produce a Precis version to ensure no sensitive (contractual/financial or staff) related issues are disseminated to the membership.

Responsible for the maintenance and presentation of the premises and facilities at ACU House – this will be in conjunction with the Office Manager

- Responsible for ensuring and reporting to the Board that ACU Ltd is compliant with all relevant Health, Safety and Fire legislation
- Responsible for ensuring and reporting to the Board that ACU Ltd is compliant with all relevant GDPR legislation

- Responsible for HR administration and management of staff at ACU House. In conjunction with the Office Manager, ensure that the office is adequately resourced and that staff are suitably trained. Through good management and communication, ensure staff remain engaged and motivated. Ensure staff contracts are up to date and liaise with the ACU Ltd Board on all Staff related issues.
- Keep up to date with regulatory or statutory changes and policies that might affect the organisation. Ensuring that policies are up to date and are approved
- Act as a point of contact and building good relationships with Centres, Clubs and other motorcycle industry groups
- Financial administration, working with the Company Accountants to ensure that good financial practices are in place

The above duties and responsibilities cannot totally encompass or define all tasks which may from time to time be required by the post holder. The outlined duties and responsibilities may, therefore, vary from time to time without materially changing the character or level of responsibility; the factors are reflected in the grade of the post.

Qualifications, Skills & Experience:

Qualifications	Essential	Desirable
• Educated to A level, HNC or equivalent, with competence gained through relevant experience	X	
• Recognised professional qualification such as through The Institute of Chartered Secretaries and Administrators (ISCA)		X
• Eligible to work in the UK (information to confirm status will be requested at interview)	X	
Experience and knowledge		
• Minimum 5 years' of management experience working in a comparable or equivalent senior administrative role	X	
• Will have excellent diplomatic and interpersonal skills with demonstrable ability and confidence to engage with a wide range of people from both within and outside the ACU	X	
• Has worked to a high standard in an organised and effective way, with excellent attention to detail	X	
• Displayed good time management skills, and the ability to organise information efficiently, prioritise work effectively and take appropriate action to meet strict deadlines	X	
• Ability to work independently and use judgement, tact and discretion in dealing with a wide range of sensitive issues	X	
• Ability to engender a customer service culture throughout the Office, support service initiatives, and promote this culture in other departments	X	
• Able to delegate when appropriate and make informed decisions	X	
• A working knowledge of a sporting or member organisation		X
• A working knowledge of the motorcycle industry and or motorcycle sport		X
Key Skills		

• Excellent written and verbal communication skills and the ability to converse with people of varying levels of seniority and expertise	X	
• Excellent interpersonal skills and the ability to work well with people at all levels	X	
• Attention to detail and a well organised approach to work	X	
• The ability to prioritise work and work well under pressure	X	
• The capability to work with numerical information, plus analytical and problem solving skills	X	
• A diplomatic approach and confidence to provide support to high profile company staff and board members	X	
• An accomplished manager, who is inclusive and displays strong team working skills whilst also being prepared to challenge and make change		
• Integrity and discretion when handling confidential information	X	
• A sound grasp of corporate governance issues		X
• A commercial mind set		X

Salary and Benefits:

The salary offered for full-time appointment to this role will be in the range £38,000 to £45,000 depending on qualifications and experience. There is an annual ‘cost-of-living’ salary review, which normally takes place in the autumn each year. In addition to the normal English bank and public holidays the post-holder will be entitled to 20 working days’ holiday.

The hours of work are full-time, a minimum of 35 hours per week over 5 days with occasional evenings and weekends working required. Due to the seniority of this post, you will be expected to work additional hours in order to deliver the duties of the post.

The appointment is subject to satisfactory completion of a six-month probation period, during which the notice period will be 4 weeks on either side. Once the appointment has been confirmed, the notice period will be 12 weeks on either side.

The post holder is eligible for membership of a Money Purchase Pension plan in which the Company will pay the equivalent of 5% of your basic salary.

Application Process:

Applicants should send a detailed covering letter and CV to admin@acu.org.uk outlining their interest in the role and how their skills and experience would equip them to undertake the position.

Applicants wishing to find out more information about the role can do so by contacting Gary Thompson MBE BEM by email (gary@acu.org.uk)

The closing date for applications is at midday on Monday 13 March 2023

The ACU is an equal opportunities employer