



**MORECAMBE
MARITIME FESTIVAL 2026
SATURDAY AUGUST 15TH**



Position Overview

Title: Governance, Legal and Compliance Role.

Location: Morecambe, Lancashire.

Reports to: Festival Board.

Status: Voluntary (with potential for funded position as organisation develops).

Time Commitment: Minimum 6 board meetings per year, plus approximately 4 hours per week with variable intensity. Role can be shared by agreement with the Festival Board.

Version: 5.0

Morecambe Maritime Festival C.I.C.

Morecambe Maritime Festival CIC is a not-for-profit Community Interest Company limited by guarantee. The company was established in 2024 to celebrate Morecambe's proud maritime heritage and strengthen community wellbeing through music, performance, and education. Rooted in the town's fishing and shipping history, the festival connects families, local businesses, and community groups through maritime-themed music, song, theatre, and creative workshops, while raising funds for Morecambe Lifeboats.

Since launching in 2024, the festival has grown significantly, featuring community fayres, maritime workshops, traditional music performances, local drama and storytelling, with consistent visitor growth and positive community impact. Our 2026 goal is to consolidate our organisation and business model to ensure long-term sustainability and develop new partnerships with funders, sponsors, and other maritime festivals across the UK.

About the Role

The Governance, Legal and Compliance Role will be responsible for ensuring the festival operates within all legal and regulatory frameworks, maintains high standards of governance, and fulfills its obligations as a Community Interest Company. This role is crucial in protecting the organisation, supporting effective board operations, and ensuring accountability to stakeholders and the community.

Key Responsibilities

Governance and Board Operations

- Ensure the Board operates in accordance with the organisation's Articles of Association and CIC regulations
- Oversee preparation and distribution of board meeting agendas, papers and accurate minutes.
- Coordinate the annual cycle of board meetings (minimum six per year).
- Advise the Board on governance best practice, regulatory requirements and manage conflicts of interest.
- Support board recruitment, induction, and development processes.



Legal Compliance

- Ensure compliance with Community Interest Company regulations and requirements.
- Coordinate annual CIC reporting including the Community Interest Company Report.
- Coordinate non-financial statutory filings including annual confirmation statements, Role appointments, and constitutional changes with Companies House.
- Work with the Finance and Funding Role on financial statutory filings.
- Monitor changes in relevant legislation and advise the Board on implications
- Liaise with legal advisors when required.

Regulatory and Statutory Requirements

- Ensure compliance with data protection legislation (GDPR/UK GDPR).
- Oversee health and safety compliance and policy development.
- Advise on licensing requirements for events and ensure the organisation understands its legal obligations.
- Work with the Festival Planning and Delivery Role who operationally obtains licenses and permits.
- Coordinate safeguarding policies and procedures, particularly for activities involving children and vulnerable adults.
- Ensure appropriate insurance coverage is maintained and oversee employment law compliance.

Policy Development and Risk Management

- Develop and maintain organisational policies including governance, safeguarding, data protection, and health and safety.
- Ensure policies are reviewed regularly, updated as needed and communicated to stakeholders.
- Maintain and regularly update the organisation's risk register.
- Coordinate risk assessments for festival activities in consultation with relevant Roles.
- Advise the Board on risk mitigation strategies and monitor emerging risks.

Company Secretary Functions and Contracts

- Act as Company Secretary or coordinate company secretarial functions.
- Maintain statutory registers, company records and proper custody of organisational documents.
- Provide legal review and approval for all significant contracts before signing.
- Review and advise on contracts with venues, suppliers, performers, and partners negotiated by other Roles.
- Maintain a central register of all contracts and key agreements.

Strategic Planning and Reporting

- Attend and participate in a minimum of six board meetings per year.
- Contribute to overall festival strategy with focus on governance and compliance.
- Provide legal and governance insight to inform strategic decision-making.
- Alert the Board promptly to any compliance issues or legal risks.
- Prepare annual governance reports and make recommendations on governance improvements.



Working Relationships: Close collaboration with Finance and Funding Role (financial compliance and statutory reporting), Festival Planning and Delivery Role (licensing, contracts, health and safety, risk assessments), and all Roles on contract review, policy compliance, and risk management.

Person Specification

Essential

- Strong understanding of governance principles, best practice and CIC regulations.
- Knowledge of Community Interest Company requirements and experience of company secretarial functions or charity governance.
- Understanding of key legal and regulatory frameworks affecting CICs and charities.
- Excellent organisational skills, attention to detail and strong written communication skills.
- Ability to interpret legal and regulatory requirements and communicate them clearly.
- Discretion with ability to handle sensitive information appropriately.
- Self-motivated with collaborative approach and ability to work effectively with fellow Roles.
- Commitment to ethical practice and high standards of governance.
- Willingness to work some evenings and weekends to attend board meetings.

Desirable

- Legal qualification or legal background.
- Previous experience as a company secretary or governance professional.
- Knowledge of charity law and regulation and experience with CICs or social enterprises.
- Understanding of data protection (GDPR), health and safety legislation and risk management.
- Experience developing policies and procedures.
- Knowledge of the cultural, arts, or events sector.

What We Offer

Opportunity to establish strong governance foundations for a growing cultural organisation with genuine impact on organisational sustainability and accountability. Flexible working arrangements with support from the Festival Board, potential transition to paid position as funding is secured, and professional development in charity governance and CIC management. This voluntary position reflects our commitment to recognising the role's value as we work towards sustainable funding.

Application Process

To apply, submit a CV and covering letter (max 2 pages) explaining your interest, relevant experience and how your skills match the person specification, plus contact details for two referees.

Application deadline: 27th February 2026. Interviews: March 2026.

For informal discussion, contact volunteering@morecambemaritimefestival.uk

Morecambe Maritime Festival is committed to equality of opportunity and welcomes applications from all sections of the community.