



Appointment of

# General Counsel and Company Secretary



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# An introduction

Nominet is passionate about creating a world that's more connected, inclusive and secure. For nearly 30 years we have been operating at the heart of the internet as proud guardians of the UK's national domain name registry.

We contribute to the UK's digital economy and global internet community through our role as the .UK registry, and we offer services that support the resilience of vital public services. Our business funds ambitious community benefit programmes that use technology and the internet to transform people's lives.

We are committed to providing high quality services built on safety and stability, investing in our future, and honouring our commitments to our members and the communities we serve.

We aim for positive societal impact, which guides how we aspire to work, deliver success, and achieve great things together at Nominet. We all work hard to keep this aim at the heart of everything we do.

Nominet is at a really exciting point of change. We are focused on delivering strong operational performance, building trust and engagement with our members, and creating a lasting impact through our community benefit programmes.

## Domain Solutions

We run the world-leading domain name registry .UK. With over 11 million customers our critical national infrastructure supports the UK's online economy, and we are committed to ensuring that the .UK internet space remains secure and stable for the millions of individuals and businesses that rely on it every day. We are one of the largest country code registries and also manage other top domains, including: .bbc, .wales and .bentley.

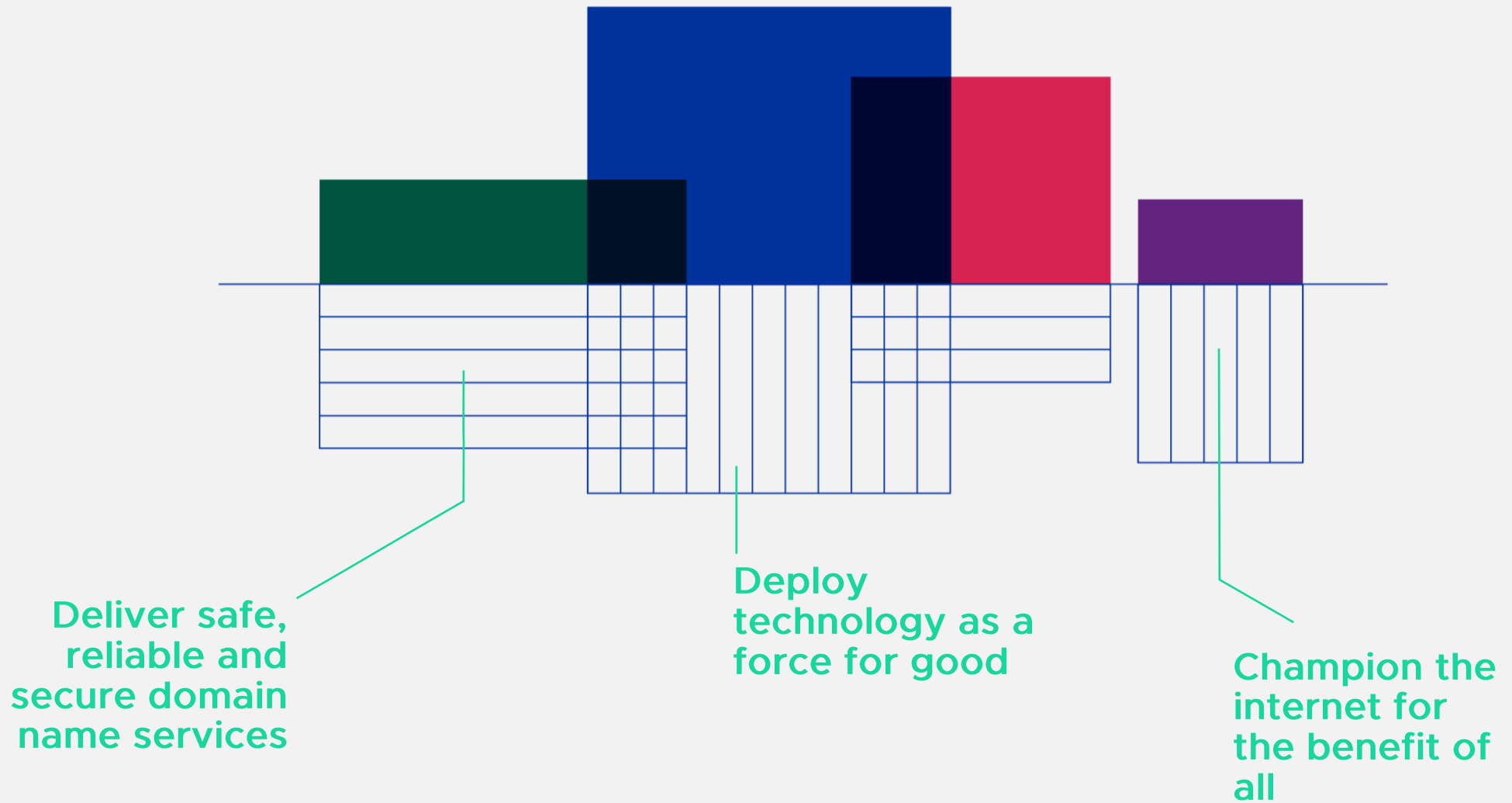
## DNS Services

We protect the .UK domain space and ensure the integrity of public services. Our deep understanding of the Domain Name System (DNS) underpins critical internet infrastructure that government services, including the NHS, rely on.

## Community Benefit

Technology has the power to transform lives by creating opportunities and providing support where it's needed most. Our community benefit programmes provide support and opportunities to tackle some of the most important digital issues facing people in the UK today.

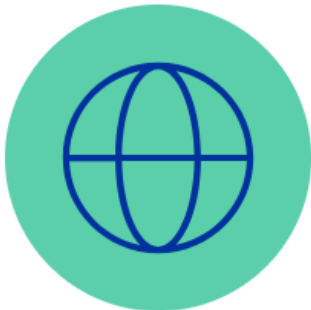
# Our purpose is to...



## NOMINET IN NUMBERS

10 M

.UK domain names managed



2,000

Members working with us



2 TN

DNS queries handled yearly



# Our Values



## WE PULL TOGETHER

We are team players. We get behind shared goals, putting the company's priorities first.



## WE MAKE THINGS HAPPEN

We change things for the better. We take the action and decisions we need to move forward.



## WE KEEP IT SIMPLE

We are clear on goals and look to reduce unnecessary complexity.



## WE BRING A POSITIVE MINDSET

We think about how we can deliver a positive outcome and have a "can-do" attitude.



## Our vision

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With the UK's national domain name registry at the heart of our work, we strive to bring positive change to the UK digital economy and the global internet community. We aim for positive societal impact; transforming lives by shaping a safer, more interconnected and inclusive world.



## Our mission

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Provide a world-class UK national domain name registry. Operate critical national infrastructure that is safe, secure and resilient. Use our expertise to support the digital economy, vital public services and contribute to the wider global internet community.



# The Role



As the General Counsel and Company Secretary, you will play a leading role in providing legal guidance and advising the Executive Team and Board on corporate governance matters.

The overall purpose of the post is to ensure the Board and wider organisation operates effectively and that the Chair, Board and Executive Team are fully supported on all matters related to corporate governance, legal and compliance issues.

## The key areas of accountability for the General Counsel and Company Secretary include:

- Creation and execution of a Legal and Co Sec strategy aligned to the Board, business purpose, vision and mission and operational priorities.
- Successful delivery of Co Sec service to the Board by embedding effective and efficient delivery of service and operations.
- Produce and communicate relevant and appropriate documentation plans and delivery schedules.
- Effective management of all legal compliance and risk mitigation for the organisation.



## The key areas of responsibility for the General Counsel and Company Secretary include:

### Corporate Governance

- Advise the organisation, Board and Executive Team on corporate governance, legal, and regulatory requirements.
- Maintain and regularly review Nominet's governing documents and terms of reference, including the Articles of Association and the Scheme of Delegation.
- Ensure compliance with Nominet's constitution, the Companies Act and best practice codes (eg Wates Principles).
- Support Board effectiveness through ongoing review and assessment of skills, experience and behaviours.

### Board meetings management

- Maintain the governance calendar and Board work plan.
- Co-ordinate and prepare papers for all aspects of Board and committee meetings.

### NED elections and AGM

- Oversee delivery of Nominet's AGM in compliance with legal and constitutional requirements.
- Manage the process for the election of NEDs by Nominet's members



# The Role cont'd

## Statutory Compliance, Legal Advice and Risk

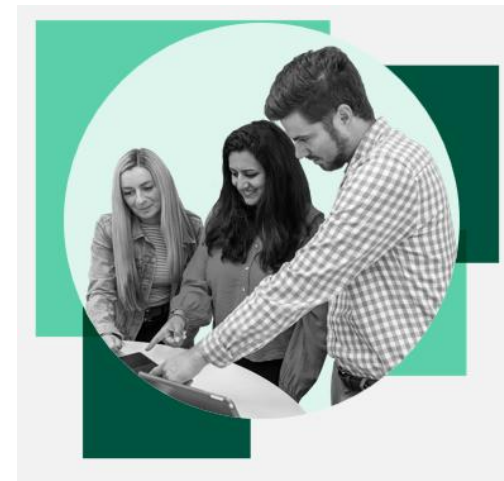
- Maintain statutory books, corporate records and ensure timely filings for Nominet UK and subsidiaries.
- Provide strategic legal advice to the Board and Executive Team on governance, commercial matters and regulatory issues.
- Manage contracts, legal disputes and provide external counsel across jurisdictions.
- Support international growth and expansion into new markets by advising on legal and regulatory frameworks.
- Act as Data Protection Officer and ensure compliance with laws including GDPR, Whistleblowing, Modern Slavery and relevant digital legislation.
- Oversee insurance arrangements and develop strategies to mitigate legal risk and resolve disputes.

## Stakeholders

- Act as key advisor to the Chair, CEO and CFO and Executive Team on governance and legal strategy.
- Build and maintain external relationships that support Nominet's mission, including as a point of contact for the Members in relation to corporate governance and Board matters.

- Manage third-party legal counsel and governance partners and consultants to deliver against service levels and ensuring that they deliver efficiently and on budget.
- Represent Nominet in external forums and conferences to enhance Nominet's brand profile and influence and as required against the key accountabilities for the role including representing Nominet in a legal capacity in international fora and key stakeholder communities such as ICANN and CENTR.

We're looking for an experienced General Counsel and Company Secretary who will ensure Nominet has the legal advice and services it needs. Bringing a holistic view of legal and regulatory risks and obligations to advise the Board and be a key contributor to the wider extended leadership team across the business.



# Professional Skills and Experience

## Person specification

- Exceptional leadership and management skills with ability to inspire the Legal and Co Sec Team to perform to high standards.
- Professional approach and able to model high standards of behaviour to team members and colleagues.
- A highly effective communicator with ability to influence and engage the Board and colleagues.
- Good strategic understanding of the business.
- Willing to get involved, offer support and roll sleeves up in order to deliver exceptional results.
- Ability to work to deadlines and adapt to changing conditions, generating effective and pragmatic solutions to new situations and problems as they appear.
- Comfortable with change and an evolving business and understand how Legal and Co Sec can play a part.
- Strong project management and planning skills.
- Resilience, drive and energy to get results and deliver excellence.
- Confidence to work across all levels of the business.



## Professional skills and experience:

### Essential:

- Practising solicitor or barrister
- Law degree
- Minimum of 5 years post qualified experience, preferably in IP / IT, Data protection, competition and dispute resolution

### Desirable:

- Experience of working as a Company Secretary, working for a Board and senior Executives.
- Experience and understanding of the Internet / Tech industry.
- Membership of Chartered Governance Institute or equivalent professional body

## Skills & Experience

### Essential:

- A background of professional compliance and effective operating at a senior level.
- Experience of creating governance frameworks and audit processes.
- Structured and rigorous planning capabilities to support legal and compliance frameworks
- Effective stakeholder management and engagement.
- Professional and credible.

# Terms of Appointment

The role will be based in Oxford: The Nominet way of working empowers our people to flex between home and the office and we work a 4.5 day week. We operate on a hybrid basis with the expectation that staff will spend 1- 2 days per week at our Oxford office. This empowers everyone to take ownership day to day, balancing the needs of our people and business. In addition, we have a small number of in person activities which are held in the office because we believe they play a key role in maintaining and developing the culture, connectivity, and wellbeing of our business and team members.

## Remuneration

This will be negotiated with the preferred candidate, and will include base salary, bonus scheme and benefits.

## Benefits

- Pension
- Private Medical Insurance
- Life assurance
- 30 days annual leave – option to buy additional
- Medicash – healthcare cash benefit scheme
- A range of additional flexible benefits including:
  - Dental insurance
  - Critical illness
  - Cycle to work

## Diversity

We're passionate about creating a workplace where every individual is valued, respected, and empowered. Somewhere we can benefit from all forms of diversity and discover the true value in our differences.

## Security Statement

Nominet is committed to the safeguarding and welfare of the internet and expects all employees and volunteers to share this commitment by participating in the relevant security and screening processes. All roles working for Nominet will be subject to a Baseline Personnel Security Standard (BPSS) check. Some roles due to the nature of their work, will require additional security clearance.



# How to apply

Saxton Bampfylde Ltd is acting as an employment agency advisor to Nominet on this appointment.

Candidates should apply for this role through our website at [www.saxbam.com/appointments](http://www.saxbam.com/appointments) using code **GNOMH**.

Click on the 'apply' button and follow the instructions to upload a CV and cover letter and complete the online equal opportunities monitoring\* form.

The closing date for applications is **noon on Friday 27th June 2025**.

\*The equal opportunities monitoring online form will not be shared with anyone involved in assessing your application. Please complete as part of the application process.

Nominet is proud to be a truly diverse organisation. We welcome and actively encourage applications from any individual regardless of ethnic origin, gender, religious belief, sexual orientation, disability, or age. All applications will be considered on merit.

## **GDPR personal data notice**

According to GDPR guidelines, we are only able to process your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life, or sexual orientation) with your express consent. You will be asked to complete a consent form when you apply and please do not include any Sensitive Personal Data within your CV (although this can be included in your covering letter if you wish to do so), remembering also not to include contact details for referees without their prior agreement.

## **Due diligence**

Due diligence will be carried out as part of the application process, which may include searches carried out via internet search engines and any public social media accounts.

# Saxton Bampfylde

## LONDON

The Ministry  
79-81 Borough Road  
London SE1 1DN

## EDINBURGH

46 Melville Street  
Edinburgh EH3 7HF

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**nominet**