



CANDIDATE PACK - Governance Assistant



Welcome

Thank you for your interest in joining the College of Paramedics.

We are the recognised professional body for paramedics in the UK. The college represents its members in all matters affecting their clinical practice and has a strategic role in shaping research policy and activity. We provide professional support and guidance to achieve the highest standards of professionalism and patient care. We believe this is an exciting time for us as we have gone through a significant period of growth in the last 12 months and have ambitious and exciting plans for our further.

TRACY NICHOLLS OBE – CHIEF EXECUTIVE

Who We Are



We are the professional body for UK paramedics, a membership organisation with over 20,000 members and a registered charity. Membership is open to all UK paramedics registered with the Health and Care Professionals Council (HCPC), student paramedics who are studying for a qualification leading to eligibility to apply for registration to the HCPC and those who have an interest in the paramedic profession and healthcare delivery.

We provide advice to members and student members alike and are a source of information and guidance for those who are considering becoming a paramedic. All members, regardless of background have access to a wide variety of learning resources that provide high quality continuing professional development (CPD), across a range of platforms and at many events held around the UK.

The College of Paramedics supports the paramedic profession through publication of a wide range of documents that underpin the profession, including undergraduate and postgraduate curricula, practice education guidance and a post graduate career framework. The College represents its members in all matters affecting their clinical practice supporting them to achieve the highest possible standards of patient care, through a broad membership of a variety of national stakeholder working groups, advisory committees, and ongoing research projects.

We are a team of around 30 employees, some full time, some part time and some fixed term. We also have a Board of 9 Trustees and a Paramedic Council of 14 member representatives, as well as a Student Council.



Vision and Strategy

“to inspire and enable all paramedics to participate in the profession within an environment based on safety, collegiality, inclusiveness, mental and physical wellbeing and innovation.”

Our current strategic aims are:

Leadership - Shape the Future of the Paramedic Profession

Excellence - Promote Excellence in Paramedic Practice

Membership - Grow an Engaged Membership

Wellbeing - Support Paramedic Health and Wellbeing

Strength - Strengthen the Organisation



Diversity Equity Belonging

We are committed to:

- **Diversity** – the presence, recognition and celebration of difference within the organisation and the profession.
- **Equity** – identifying and working to eliminate barriers to fair treatment in access, opportunity and advancement for all, through systematic changes within the organisation.
- **Belonging** – every individual is welcomed and feels they are an integral part of our profession and that they are represented at all levels of the organisation.
- **Wellbeing** – physical, mental, social, spiritual, intellectual and economic wellness for all.

We have a belonging and inclusion strategy, reviewed on a yearly basis, and linked to the five Strategic Aims of the College; Leadership, Excellence, Membership, Wellbeing and Strength. We also have a member led Diversity Steering Group, which advises the College on diversity, equity and belonging.

We positively encourage applications from all individuals irrespective of age, disability, gender, identity, parental or marital status, race, religion and sexual orientation. We recognise that some candidates from marginalised backgrounds will have faced additional barriers throughout their careers and when applying for new roles. We are working towards being able to take positive action in the near future, to diversify our team.



How We Are Run

- We have a **Board of Trustees** who focus on the oversight of our work within a robust policy, governance and financial framework.
- The **Paramedic Council** is the voice of membership, playing an instrumental part in ensuring that strategy is developed and delivered with membership interests at its center
- Our **Staff Team** is made up of 27 colleagues who work directly for the college, plus several temporary staff members. These include colleagues in a range of roles in departments such as marketing, research and education



How We Work



Flexible working

We understand that balancing work and home life isn't always easy, and we want you to have a happy work-life balance. It's important to us that our employees thrive both at work and at home, and we care about empowering everyone to structure their working week in a way that helps them to be at their best.

Benefits*

We are committed to providing a range of great benefits to our staff including:

- 25 days holiday per year plus bank holidays (pro rata)
- Flexible working policy and remote working opportunities
- Pension scheme
- Death in Service Benefit
- Group Income Protection Scheme (sickness insurance)
- 24/7 Employee Assistance Programme
- Family friendly employer
- Wellbeing App
- We're also keen to support our staff to develop and grow in order to pursue their career aspirations within the College

*Benefits subject to terms and conditions

ABOUT THE ROLE



JOB TITLE: Governance Assistant

DEPARTMENT: Governance

LOCATION: Remote working with ability to travel across the UK

PROFESSIONALLY REPORTS TO: Head of Governance

MANAGERIALLY REPORTS TO: Executive Assistant to the Chief Executive

SALARY: £24,500 - £27,500 (dependent on experience)

WORKING HOURS: 37.5 per week

ABOUT THE ROLE



The primary role of the Governance Assistant is to provide administrative support to the workstreams under the Head of Governance, which include but are not limited to, annual work plan, royal charter, bylaws, elections, policies and procedures and GDPR compliance.

The Governance Assistant will act with integrity, positivity, energy, and adaptability, using their skills to build effective relationships and work within a shared vision.

The Governance Assistant will be a member of the Business Administration Team and will focus on supporting the Head of Governance to ensure the maintenance of high-quality governance processes within the organisation.

Who We're Looking For



EXPERIENCE, KNOWLEDGE AND QUALIFICATIONS

- Knowledge of governance and compliance processes
- Knowledge and an excellent standard of competency in the use of Microsoft Office 365 packages
- Relevant qualifications such as Diploma or equivalent relevant experience i.e. NVQ Level 3 Business Administration /ILM or equivalent experience
- Proficient in the use of administrative systems and procedures
- Commitment to continuing professional development
- Experience in a governance support role and an administrative role being proficient in office and administrative systems and procedures
- Experience using IT systems and packages, in particular Microsoft Office 365
- Working under own initiative and as part of a team
- Have prioritised and managed weekly, monthly and annual administrative tasks to meet deadlines
- Ability to arrange travel and organise meetings
- Minute taking/Action Note taking, keeping accurate records of meetings

Who We're Looking For Continued...



APTITUDE AND ABILITIES

- Understanding of the importance of good governance and compliance
- Have excellent secretarial skills
- The ability to plan and organise meetings, including arranging travel, and accommodation
- Good organisation and administrative skills, including using own initiative
- The ability to assimilate information quickly and to think logically
- Strong proof-reading skills with the ability to spot and correct grammatical mistakes
- Have effective listening, verbal and written communication skills

Who We're Looking For Continued...



VALUES AND BEHAVIOURS

- High degree of personal integrity
- Flexible attitude to working hours
- Have the ability to work well in a team
- Be self-motivated and have personal drive, integrity, and adaptability, with the ability to work flexibly, under pressure and to deadlines, as required
- Be reliable, with a high degree of personal integrity
- Be a role model for others, acting with integrity, positivity, energy, and compassion to inspire those around them to achieve their full potential

The Application Process

The application process for this role is by completion of an online Application Form, available [here](#).

This Application Form contains two sections. Section 1 is your opportunity to submit your previous or current employment (paid and/or voluntary), qualifications and any research activities, and two references. This section also includes a request for a 500-word supporting statement to outline how your knowledge, skills and experience will be of benefit to you in this role. Please read the role description and personal attributes document. Section 2 is solely for equality monitoring purposes and will not be seen by the shortlisting panel.

Please note, you will be unable to save your application form as you go along, and you will not be able to review it before submission.

Please have all answers prepared before completing the form. There is a list of the questions available should you require them, from imogen.carter@collegeofparamedics.co.uk

Once submitted the completed form can be downloaded as a pdf.

Applications close at 23:59hrs on Monday 1st April 2024 with interviews to be held between 17th April 2024 and 19th April 2024, exact date and time to be confirmed.

Interviews will be held over Microsoft Teams.

The College of Paramedics can only employ someone who is already eligible to work in the UK.