



Job Title:	Corporate Governance Lead
Term:	Permanent
Reporting to:	Director of HR and Facilities
Salary:	£35,863 pro rata
Hours:	28 hours per week

Purpose of Role:

The post holder will support and work directly with the CEO and chair of trustees to ensure high standard of corporate governance for the charity. The post holder will lead on administration of board and committee meetings, on practical support for the charity's trustees and committee members and on support for senior executive meetings. The post holder will oversee the charity's key corporate governance documents, including the Articles of Association and the Board Assurance Framework and will be the policy manager for the organisation.

Key responsibilities and deliverables

- To support a range of governance activities, including supporting the board and committee meetings, the development and review of governance policies and processes; to support the recruitment and appointment process of Trustee and Committee members; devising and supporting induction, developing, implementing, and continuously monitoring and improving a governance framework and ensuring that board knowledge and training is kept up to date.
- To be the first point of contact and trusted adviser for Trustees and a key interface between the Trustees and Senior Leadership Team (SLT) for specific matters/activities in hand.
- To service all Board and Committee meetings, including any away days, ensuring the smooth conduct of business, including logistical and other arrangements.
- To provide a strategic oversight and co-ordination of the Charity's governance activity and ways of working to support effective operation of the Board of Trustees and its sub committees.
- To maintain the Terms of Reference for the Board, sub-committees ensuring they remain up to date and fit for purpose.
- To be proactive in anticipating and responding to new legislative and regulatory requirements and ensuring that CEO, SLT and Board are kept up to date.
- To identify good working practices to drive improvements in processes by sub-committees.

- To ensure that the quality and style of board and committee papers support a more agile and strategic focus which enables effective decision making, considering the Charity's mission and values.
- To preparation of agendas to set procedures and within a strict deadline involving the collation and checking of material.
- To attend board and sub-committee meetings, which may include evening meetings, ensuring that all documents and other material relevant to the meeting are available and taking action as directed upon decisions made by the meeting.
- To produce high level quality minutes and action plans for meetings in a timely manner.
- To provide administrative support to the SLT and senior executive meetings as and when required.
- To support the production of the Charity's annual report and to compile key management information for inclusion in the report.
- To oversee the organisation's library of policies and procedures, ensuring that policies are maintained and updated in line with best practice
- To keep abreast of developments in charity governance and any relevant legal changes and report these back to the organisation as required
- To lead and manage confidential information and data from Board and team members in all updates to the Charity Commission and Companies House, including annual returns, and other regulatory filing.

General

1. To promote and live the Haven House values of Compassionate, Professional, Respectful and Safe.
2. To work with colleagues across the hospice as part of the Haven House 'One Team' approach.
3. To conduct yourself in line with the Haven House cultures and behaviours at all times, acting as an ambassador for the hospice.
4. To contribute towards a culture of continuous improvement to help drive our service to Outstanding.
5. To offer flexible support for the work of the organisation, with a flexible approach to new duties and responsibilities as needed to support our vision, mission and values.

Ensure respect, dignity, and rights to privacy as far as possible for staff and stakeholders of the service.

This job description is not a definitive or exhaustive list of responsibilities but identifies the key responsibilities and tasks of the post holder. The specific objectives of the post holder will be subject to review as part of the individual performance process.

Haven House is committed to Equal Opportunities in Employment and therefore it is our aim to ensure that no applicant or employee receives less favourable treatment on grounds of gender, disability, religion, race, colour, sexual orientation, and nationality, ethnic or national origins or is placed at a disadvantage by conditions or requirements which cannot be shown to be justifiable. Haven House is responsible under the existing equality and diversity legislation to ensure equality issues are promoted and you are expected to work with Haven House to fulfil these obligations, policies, and codes of good practice.

Employees must take reasonable care and be aware of the responsibilities placed on them under the Health & Safety at Work Act (1974) and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors.

We are committed to safeguarding and promoting the welfare of children and young people and expect all our staff to share this commitment. Employment is subject to receipt of satisfactory references and a DBS check.

Person Specification

The essential and desirable characteristics of the post holder are indicated by 'X'

Please note the criteria will be assessed during

S shortlisting stage
 I Interview
 T Test or exercise

Where criterion is assessed during the interview stage, it is essential that you cover how you will meet this in your application form.

Person Specification	Essential	Desirable
Experience <ul style="list-style-type: none"> • Experience of managing and providing administrative support to committees • Experience of dealing appropriately with confidential and sensitive information • Experience of building strong working relationships • Experience of providing support to senior leadership teams 	 	
Knowledge <ul style="list-style-type: none"> • Sound understanding of governance best practice and legal parameters, preferably in the Charity sector • Understanding of CQC regulated service and the Health & Safety Act 1974 	 	
Skills <ul style="list-style-type: none"> • Good communication and interpersonal skills, including the ability to write high quality reports and minutes • Resilient, independent, and initiative taking • Problem solver • Pro-active and diplomatic • Able to work collaboratively with staff and quickly establish credibility with trustees • Ability to work as a pragmatic, effective, flexible, and supportive member of a small team 	 	

Edited June 2024
 Responsibility CEO/HR

<ul style="list-style-type: none"> • Ability to provide accurate, timely information to a high standard • Delivering consistently to monthly deadlines • Identifying and implementing improvements to existing processes • Ability to analyse information from a range of sources and present in a comprehensive concise way • Policy or equivalent formal document writing skills. • Proficient IT skills in all Microsoft Office Packages 	<p style="text-align: center;">X S/I</p> <p style="text-align: center;">X S/I X S/I/T</p> <p style="text-align: center;">X S/I/T</p> <p style="text-align: center;">X S/I/T X S/I/T</p>	
<p>Personal Qualities</p> <ul style="list-style-type: none"> • Mature, proactive and diplomatic approach and a commitment to producing high quality work • Excellent time management skills and ability to manage multiple tasks simultaneously • Ability to work under pressure • Comfortable in embracing and implementing change • Willing to engage in the wider activities of the charity, as appropriate • Working without the need for close supervision • Ability to work in an agile and flexible way 	<p style="text-align: center;">X S/I</p> <p style="text-align: center;">X I</p> <p style="text-align: center;">X I X I</p> <p style="text-align: center;">X I</p> <p style="text-align: center;">X I X I</p>	