



Governance & Administration Manager

Job Description

Contract type	Fixed-term until Friday 25 July 2025
Working hours	Full-time hours (35 hours per week) or Part-time hours (to be agreed upon request)
Location	Expected to work from the Lampeter Campus Students' Union at least 3 days a week
Reporting to	Chief Executive

Purpose of the Governance & Administration Manager

1. To provide high level professional administrative assistance to the Chief Executive, SMT, and Sabbatical Officers.
2. To be responsible for keeping the records and supporting the regular business of the Trustee Board and Subcommittees.
3. To project manage submissions for accreditations i.e. SOS UK Green Impact, Quality Students' Unions, etc



1. To provide high level and professional assistance to the Chief Executive, SMT and Sabbatical Officers.

- I. To develop and maintain effective office management systems for the Chief Executive and SMT, and to support the development of office management systems for the Sabbatical Officer Team.
- II. To carry out administrative work as required by the Chief Executive, SMT and/or the Executive Officers. This will include typing, drafting meeting agendas, minutes and correspondence, maintenance of databases and general office administration.
- III. To research and/or draft papers for use within UWTSD SU as required by the Chief Executive, Senior Management Team, or other staff as appropriate (at the discretion of the Chief Executive and Senior Management Team).
- IV. To prioritise and schedule emails, calls and correspondence to-and-from the Chief Executive and Sabbatical Officers (primarily the Group President), including handling aspects of communication on behalf of the Chief Executive and/or Group President.
- V. To organise training and conference attendance for the Chief Executive, SMT, and Sabbatical Officer Team when required. This may include booking places on events, organising travel requirements, and producing travel packs.
- VI. To manage and/or co-ordinate event planning activities with the Venues Manager for UWTSD SU when required, including liaison with venues and external suppliers, coordination, preparation of materials, and meeting health and safety requirements.
- VII. On occasion work with UWTSD SU Teams and Managers on an individual and group basis on behalf of the Chief Executive to ensure UWTSD projects are delivered to plan.
- VIII. To ensure that the Chief Executive, SMT, and Sabbatical Officers are well briefed and prepared for meetings including collation and preparation of meeting papers prior to meetings, and the provision of briefings when required.
- IX. To take on projects to support the work of the Chief Executive and SMT as required.



2. To be responsible for keeping the records and supporting the regular business of the Trustee Board, Sub-committees, working groups.

- I. To assist the Chief Executive in their role of Company Secretary.
- II. Effective administration of the Trustee Board and its subcommittees, ensuring that all governing UWTSD SU Committees are operating within the direction of UWTSD SU's memorandum and articles of association. Including but not limited to drafting agendas, writing minutes, circulating papers, and maintaining and following up on action logs.
- III. To report on UWTSD SU's compliance of the Education Act, specifically in relation to the code of practice.
- IV. Act as the first point of contact for trustees and committee members
- V. To keep abreast of charity governance developments informing the Trustee Board as appropriate.
- VI. To maintain the governing documents of UWTSD SU (including the Byelaws), ensuring they are updated as required.
- VII. To draft and maintain a regular annual cycle of governance business.
- VIII. To manage, monitor, and maintain the organisation's documentation for Companies House and Charity Commission ensuring that all statutory requirements are met in a timely manner.
- IX. To administer the recruitment process of the Trustee Board including the development of a database of potential Trustee applicants.
- X. To monitor and with the support of the Design & Communications Team update UWTSD SU's Trustee Board website pages, including redacting business sensitive information and updating trustee biographies and headshots.
- XI. To undertake an annual review of committee effectiveness against terms of reference, action, impact, and pre-determined objectives for the Board as a whole.



3. To project manage submissions for accreditations i.e. SOS UK Green Impact, Quality Students' Unions, etc

- I. To act as secretary all Steering Groups, Project Boards, and other administrative or monitoring functions for projects
- II. Monitor and follow-up actions from all working groups ensuring deadlines are met or exceeded wherever possible
- III. Be the point-person for external correspondence with accrediting bodies
- IV. To pro-actively update all union staff and trustee of the progress of submissions



Personal Specification

Experience and Knowledge	Essential	Desirable
Ability to read and write fluently to an exemplary standard in English	X	
Ability to read and write at a basic conversational level in Welsh	X	
Good general education i.e. A-levels, including English and Welsh to at least to GCSE or equivalent	X	
Awareness of the 1994 Education Act (Part II)	X	
Company Secretary or Governance Qualification		X
Previous experience of providing high level administrative support to senior staff as well as diary management	X	
Previous experience of servicing multiple committees	X	
Demonstratable expert knowledge of Microsoft Outlook, Microsoft Word, and Microsoft Teams	X	
Ability to maintain extreme sensitivity and confidentiality	X	
Specialist Experience and Knowledge	Essential	Desirable
Knowledge of, and experience in delivering, the statutory requirements of Companies House and/or the Charity Commission		X
Experience of supporting recruitment of external trustees		X
Experience of editing web content through WYSIWYG		X
Experience of submitting evidence for and projecting managing accreditations		X
Values	Essential	Desirable
Understanding and commitment to equity, diversity, and inclusion	X	
Drive to work in a democratic environment	X	
Live the Students' union's values	X	