



Job Description: Governance Administrator

About The Connection

When you work for The Connection, you're part of a life-changing team. We help people sleeping rough in the heart of London. It can be a long journey off the streets, and it's not an easy path. We get to know every individual, so our approach can be tailored to what they need. We don't do one size fits all, and we don't give up when things get tough.

Working here means being open-minded, resilient and pragmatic. It means being willing to go the extra mile and stick with people through thick and thin. It means being part of a team who really care about the individuals we support, and who are creative about finding better ways to help them.

Together with our donors, volunteers and partners, we are a supportive and vibrant community who are determined to make a real difference. We believe that no one should have to sleep rough on London's streets, and that everyone should get the support they need to find a place to call home.

Join The Connection and be part of our dynamic and supportive team.

About The Role

The Governance Administrator role is a key part of our Corporate Services team, providing excellent governance support to The Connection's Trustees, to ensure the smooth running of all Board of Trustees meetings and activities. The Governance Administrator is also responsible for ensuring legal compliance and best practice within our governance systems at CSTM.

The focus of this role will be to ensure the smooth running of all Board meetings and activities, through administrative support to the Board of Trustees and Corporate Services team. This will include attendance at all quarterly board meetings and some subcommittee meetings. As well as ensuring practical arrangements are in place for the meetings, the successful candidate will work closely with the board of trustees and relevant managers, to ensure that actions are completed to ensure the board is running at maximum effectivity. They will also be responsible for ensuring legal compliance with our governance systems, and maintaining CSTM's policy audit.

There is a requirement to attend all quarterly board meetings in person. Attendance at the subcommittee meetings may be required, however some of these meetings are held online or attendance and minute taking is delegated to other staff members. Board meetings and subcommittee meetings are usually held outside of usual working hours. Time off in Lieu (TOIL) will be given for any meetings attended scheduled outside of your usual working hours.

This is a great opportunity for a candidate who has excellent organisational and administrative skills, as well as being comfortable working with trustees and supporting and liaising with employees of all levels. Previous governance experience is desirable, but we are looking for the right candidate so training will be provided. The ideal candidate will have experience in providing administrative support with excellent IT, interpersonal, minute taking and organisational skills.

Responsible to:	Line Manager: Head of People and Culture
Responsible for:	No direct reports
Liaison with:	CEO and Leadership Team, other Corporate Services team members, Fundraising team members, Board of Trustees.
Job Purpose:	<ul style="list-style-type: none"> • Provide excellent Governance Support to ensure the smooth running of all Board meetings and activities • Ensure legal compliance and best practice in governance systems at CSTM • Provide excellent administrative support to the CEO, Board of Trustees, Leadership Team and Corporate Services team.
Salary	£29,769 - £34,245, Scale points 7-17, (pro rata)
Contract:	Part time, Permanent position working 4 days per week. This role is hybrid with an expectation of a minimum of 2 days in the office a week. Attendance at all quarterly board meetings will be required.

Key Responsibilities

1 Provide excellent Governance Support to ensure the smooth running of all Board meetings and activities

- Be responsible for practical arrangements for all board meetings and sub committees including:
 - Putting in place an annual meeting calendar – with dates set at least one year in advance.
 - Making practical arrangements such as room hire, refreshments, access to power point etc to support governance meetings.
- Liaise with the CEO and Leadership Team to put in place and review a business schedule for Board and sub-committee meetings for the year;
- Support the Leadership Team and CEO in board paper planning and production.
- Ensure all Board and sub-committee meetings are appropriately minuted either by taking minutes or delegating minute taking to a member of staff;
- Provide draft meeting agendas for the CEO and Board/Sub committee members to review;
- Co-ordinate the timely dispatch of papers of Board and Sub Committee meetings;
- Produce action point lists for meeting participants and follow up on resulting actions where appropriate;
- Provide support for Trustee and sub Committee member recruitment and induction;
- Support any other Board level events or activities as required.

2 Ensure legal compliance and best practice in governance systems at CSTM

- Record and submit statutory returns to the Charity Commission, Companies House and other bodies as appropriate.
- Ensure all trustees and co-opted committee members undertake DBS checks and other “fit and proper person” requirements.
- Maintain the charity’s policy audit and ensure it is updated each year, with actions for trustees and Leadership Team members followed up where appropriate.
- Ensure that all policies and procedures are accessible to all CSTM staff, trustees and volunteers.

- Maintain confidentiality and security of Board information within the guidelines of CSTM's policies, Data Protection Act and GDPR.
- Collate and circulate relevant good governance resources and training to trustees and senior staff.

3 Provide administrative support for Corporate Services and Fundraising directorates

- Support with arranging annual organisational meeting schedules and ensuring attendance from relevant parties.
- General administrative support to Corporate Services and Fundraising directorates where needed.

General

- Implement The Connection at St Martin's Equality Policy and all other policies in all areas of work;
- Ensure that Health and Safety requirements are complied with;
- Attend internal and external training courses as appropriate;
- Engage with the charity's planning and HR systems including regular 121s, training and team meetings
- Assist in the promotion of the work of The Connection at St Martin's to its visitors and funders;
- Undertake any other duties that may reasonably be required.

The above list of job duties is not exclusive or exhaustive and may be subject to change. The post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post.

Person Specification

This person specification sets out the essential experience and abilities needed by the successful candidate for this post. Please bear these points in mind when completing your application form, as these requirements will be taken into account at both the shortlisting and interviewing stages.

Knowledge and Experience
<i>Essential:</i>
Knowledge of how to produce succinct, accurate minutes
Knowledge of IT including advanced word processing and secretarial skills, ideally with Microsoft Office
Experience of providing administrative support to a committee(s) or to senior management
Strong organisational skills, including diary management, preparing agendas and reports and tracking actions
Experience of servicing meetings and taking accurate, succinct minutes
Experience of work where strict confidentiality and sensitivity must be maintained.
Interest in homelessness issues and the experiences of people who experience multiple and complex disadvantage.
<i>Desirable:</i>
Understanding of the Governance needs of a small/medium charity (ideally the NCVO Good Governance) and how to support efficient Governance systems and processes.
Proven experience in governance or senior executive support as a PA or EA

Skills and Attributes
Good written and oral communication skills and excellent attention to detail
Strong IT skills and the ability to use software to support good governance
The ability to produce and update accurate information and documents in a timely manner
Excellent planning and organisational skills
Excellent customer service skills, with the ability to liaise with a wide range of internal and external stakeholders with tact, warmth and diplomacy.
The ability to work independently using own initiative, taking responsibility for own performance standards and reporting requirements;
Able to actively contribute to a busy working environment, in which colleagues work co-operatively with each other, accepting collective responsibility
The ability and willingness to work flexible hours on occasion.
The ability to participate in CSTM's common systems, policies, procedures and written materials.
The ability to demonstrate imagination, initiative and flexibility in problem solving in an environment of change.