

ROLE PROFILE: GOVERNANCE AND EXECUTIVE MANAGER

Reports to:	Director of Finance and Operations
Department:	Governance
Direct reports:	n/a
Key relationships:	SGHC Board, Sub Committees, Executive, Senior Management Group

ROLE PURPOSE

- To manage all aspects of organisational governance including the co-ordination of the preparation of high-quality Board and Committee papers, minute and action production.
- To lead on compliance with all legal and regulatory obligations.
- To create and maintain governance policies and procedures, including those relating to EDI, data protection and ESG.
- To manage Board recruitment, inductions, training and other governance related projects.
- Support the Director of Finance and Governance with GDPR compliance, ensuring required policies, procedures and training programmes are in place and operating effectively
- Lead the development and implementation of the Charity's EDI and EGG frameworks, including establishing strategic goals and related workplans.
- To provide Committee and Board administration support including diary management and meeting preparation and to be the main point of contact for all Trustees.
- Provide executive level support to the CEO including diary management, report preparation and KPI collation.

MAIN DUTIES & RESPONSIBILITIES

1. Governance Framework

- 1.1. To ensure the SGHC's governance structure achieves best practice and is working towards full compliance with the Charity Governance Code.
- 1.2. To ensure SGHC complies with its governing documents, policies, charity and company law and other relevant legislation.
- 1.3. Oversee and periodically review the overall governance framework for the organisation, ensure it is fit for purpose and provides clearly accountable decision making and oversight.
- 1.4. To ensure that the Executive provides Trustees with relevant and correct information on which to make informed decisions and carry out their responsibilities.
- 1.5. To provide robust advice to Trustees and Chair of their legal obligations.
- 1.6. Be responsible for co-ordination of meeting paper production and provision of information resources to Board members using the OnBoard platform.
- 1.7. To organise and take minutes and ensure follow up action for the SGHC Board and its sub committees.
- 1.8. Ensuring appropriate electronic and paper records are kept of Board minutes, agenda papers and resolutions.

2. Compliance

- 2.1. To maintain all statutory registers and to ensure company records are kept effectively.
- 2.2. To ensure all required statutory filings are completed (including annual report and accounts).
- 2.3. To monitor changes in relevant legislation and the regulatory environment and take appropriate action.
- 2.4. To ensure that the decisions, policies and procedures of SGHC are disseminated to all staff and relevant parties, where appropriate.

3. Policies

- 3.1. To ensure that all governance related policies including the Board Code of Conduct, Scheme of Delegation, Data Protection Policy, Privacy Policy and EDI Policy are fit for purpose and support the delivery of SGHC's organisational strategy.
- 3.2. To ensure that Board, Committee and Advisory Groups' terms of reference and workplans are regularly updated.

4. Governance projects

- 4.1. To provide advice to the Board on skills criteria for Board Membership, identifying any gaps and supporting the recruitment, selection, induction and appraisal of Board Members.
- 4.2. To advise on the retention and refreshment of Trustee skills.

5. Information Governance

- 5.1. To support the Director of Finance and Operations with effective data management, ensuring compliance with GDPR.
- 5.2. To implement and monitor policies and procedures for secure data handling, storage, access and disposal across systems and teams.
- 5.3. To promote data protection awareness through staff training and guidance on handling personal and sensitive data.
- 5.4. To identify and mitigate risks related to data breaches, unauthorised access and non-compliance.

6. EDI and ESG

- 6.1. To work in collaboration with colleagues to promote equality of opportunity and the recognition of diversity in employment practices and service delivery.
- 6.2. To contribute to the development and implementation of the SGHC's EDI and ESG frameworks including establishing strategic goals and related workplans.
- 6.3. To inspire and instigate positive changes, ensuring these are embedded into the organisation.

7. Trustee administration support

- 7.1. To be the main point of contact for all Trustees, ensuring that all queries are addressing or escalated promptly.
- 7.2. To schedule all Trustees Board meetings, Trustees Away day, Sub- committee meetings, Advisory Group meetings and other meetings as required.
- 7.3. To lead the preparation for all governance meetings, including paper collation, meeting tech set up and testing and catering.

8. Executive level support

- 8.1. To manage the diary of the CEO ensuring that appropriate materials are available for meetings ahead of time and ensuring required arrangements are in place for external visitors.
- 8.2. To support the CEO with report preparation, KPI collation and other substantive tasks as required.
- 8.3. To arrange and support the preparation for Executive, Senior Management Group and All Staff Meetings.

Person Specification

Skills

- Exceptional planning, organisational and prioritisation skills.
- First class interpersonal skills, including discretion.
- Able to build credibility with senior figures and manage relationships between board members.
- Excellent written and verbal communication skills
- Knowledge of UK legal and regulatory requirements as relevant to charities.

Experience

- Experience working in Governance or Company/ Board Secretary.
- Experience of working with confidential and sensitive material in a professional manner.
- Experience of providing and optimising support to senior leaders and boards
- Project management experience