



## Role description

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| Post:            | Governance Manager   |
| Location:        | Homebased  |
| Contract type:   | Full time  |
| Contract length: | Permanent  |
| Reports to:      | Director of Finance and Corporate Resources                  |
| Grade:           | 5  |
| Line Manages:    | Personal Assistant (PA) to the Chief Executive Officer (CEO) |

### Job Purpose:

The role of Governance Manager will oversee all aspects of governance, risk management and legal compliance, maintaining the integrity and accountability of SCIE, providing support to the Board of Trustees and the Strategic Leadership Team (SLT) in fulfilling both legal and regulatory obligations. The role will be responsible for developing and implementing governance policies, managing board and sub-committee meetings and ensuring compliance with charity legislation and best practices.

### Main Duties

1. Ensure SCIE complies with the Charities Act, Charity Commission guidelines and other relevant legal requirements, liaising with external regulators as appropriate.
2. Lead on the successful induction of new Trustees, including providing and maintaining all relevant pre-reading materials and resources that help provide the context of the work of SCIE, the Board and the strategic direction of SCIE, arranging any required training.
3. Oversee SCIE's governance framework, ensuring it supports effective decision-making and accountability, providing guidance and support to the Board of Trustees on governance matters and best practices, promoting a culture of good governance and ethical behaviour.
4. Develop and maintain governance, risk management and compliance policies and procedures, ensuring they are up-to-date and compliant with relevant legislation.
5. Line manage the PA to the CEO.

6. Leading on the coordination, completion and production of SCIE's annual Business Plan and KPIs, including the coordination and production of regular monitoring reports for both the Board of Trustees and Senior Managers.
7. Organise and manage all internal SCIE corporate, SLT, Board of Trustee and sub-committee meetings, including preparing agendas, distributing meeting papers and recording clear, concise and succinct key notes and actions ensuring outstanding actions are followed up in a timely manner.
8. Ensure the trustees are aware of the requirements to comply with the relevant codes such as the charity's Code of Conduct for Charity Trustees and the Charities Governance Code.
9. Maintain relevant statutory books, including register of members, the register of trustees / directors and the register of trustees' interests.
10. Support the Director of Finance and Corporate Resources to maintain SCIE's Risk Register, to ensure risks are identified, assessed and managed appropriately, whilst also supporting SLT to implement risk mitigation strategies.
11. Ensure timely and accurate submission of required statutory returns and reports to relevant regulatory bodies, including the Charity Commission and Companies House.
12. Stay abreast of developments in charity governance and ensure SCIE adopts best practice at all times.

**General responsibilities:**

1. Embrace diversity and share in our commitment to equality of opportunity and to eliminating discrimination.
2. Have fun and challenge yourself at work, model the charity's values and abide by our policies and practices.
3. Show a clear commitment to working with people with lived experience in a sensitive and non-judgmental way to facilitate positive working relationships.
4. Work flexibly and positively contributing to good team working and the delivery of the SCIE's objectives through matrix working.
5. Other tasks as may be required, commensurate with the level of the post.

**General Comment**

This job description describes the principal purpose and main elements of the job. It is a guide to the nature of the main duties as they currently exist but is not intended as a wholly comprehensive or permanent schedule of tasks.

## PERSON SPECIFICATION

### Person Specification

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| <b>1</b> | <b>Aptitude/abilities/skills</b><br><br>In-depth knowledge of charity governance (including best practice) and compliance requirements.<br><br>Strong understanding of both the Charities Act and Charity Commission guidelines.<br><br>Excellent organisation and project management skills.<br><br>Ability to interpret and apply legal and regulatory requirements.<br><br>Excellent communication and interpersonal skills.<br><br>Ability to work collaboratively with a diverse range of stakeholders.<br><br>Ability to work under pressure and to tight deadlines, managing a varied workload with competing deadlines.<br><br>Ability to manage upwards.<br><br>Demonstrable line management skills. |
| <b>2</b> | <b>Education/knowledge</b><br><br>Proven IT skills, including a high-level proficiency in Microsoft Office packages.  |
| <b>3</b> | <b>Experience</b><br><br>Proven experience in a governance or compliance role, ideally within the charity sector.<br><br>Experience in developing and implementing governance frameworks and policies.<br><br>Demonstrated experience in supporting boards and senior management teams.   |

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| <b>4</b> | <b>Personal Characteristics</b><br><br>A clear understanding of, and commitment to, equal opportunities and diversity, and a commitment to promote high standards of conduct, integrity and probity.<br><br>Ability to establish and maintain effective, collaborative working relationships.<br><br>A demonstrable commitment to continuing professional development and to keeping up-to-date with new developments in the charity sector. |
| <b>5</b> | <b>Desirable criteria</b><br><br>Professional qualification in governance, compliance or risk management (for example, CGI).<br><br>Experience of using risk management systems.<br><br>Experience of using board pack software.   |