

JOB DESCRIPTION



LORD'S TAVERNERS
Empowering young people through cricket

Role Title: Governance Manager

Level: 4 (£42,000 - £45,000)

Reports to: Director Finance and Operations

Purpose

To ensure that Lord's Taverners governance is robust and efficient abiding to the charity code of governance, leading organisational compliance and ensuring that good governance supports quality decision making using legal and best practice frameworks.

Key Responsibilities:

- Manage the organisations national governance requirements working with the Chair of Board to ensure that the charities governance is fit for purpose
- Work with the Membership Manager to lead / support decision making around Bye-Laws and Articles of Association ensuring they are fit for purpose
- Provide Board and Sub-Committees with high level advice and guidance supporting governance led decision making
- Drive and embed high quality regional governance through existing and evolving structures enabling the long-term sustainability of the charity
- Provide Regional Committees with high level advice and guidance supporting governance led practice
- Be the governance business partner and subject matter expert for the charity, engaging with and empowering colleagues to deliver best practice governance
- Ensure the charity operates within its established and evolving policies and regulations
- Drive and influence all governance decision making, due diligence and robust approaches across all areas of our work.
- Maintain extensive knowledge of governance principles applying them where required
- Support organisational compliance on all Health & Safety matters
- Collaborate with the Data Protection Officer (DPO) on all areas of data governance and compliance, supporting colleagues to meet all legal and best practice requirements
- Use knowledge and expertise to drive continuous improvement across the charity increasing organisational capacity and capability.
- Be in line with our values, be able to inspire, empower and include in all aspects of your work.

Skills and Role Requirements:

Specialist knowledge, skills and experience

- Minimum 3 years proven experience in a governance role with clear insight into regulatory requirements and compliance standards
- Experience of working with board and committee structures (preferably regional and national)
- Demonstrable experience of working in and managing a change/transformation environment
- Extensive knowledge of governance principles, frameworks, law and application of these
- The leadership of project management of continuous improvement of governance.
- Ability to develop and deliver governance frameworks driving organisational change to improve governance practices
- Extensive knowledge of GDPR regulations
- Strategic and organisational risk identification, assessment and mitigation techniques including the ability to integrate risk management into governance frameworks
- Capability to make data lead decisions and contribute to organisational effectiveness

People management / team working skills

- Proven negotiating skills, being diplomatic yet firm as required
- Ability to work in agile way using critical thinking to support decision making
- Excellent communication, influencing and negotiation skills
- Ability to work collaboratively in a fast-paced and professional environment
- Commitment to driving ever-increasing standards in the delivery of governance
- Able to inspire, empower and include in all aspects of your work

Lord's Taveners is committed to equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination. Our workforce should be truly representative of all sections of society and the communities we serve.

Each employee should feel respected and able to give their best.

Our values: We Include, We Inspire and We Empower drive everything we do.