

<b>Post</b>	Governance Manager
<b>Grade</b>	6
<b>Hours</b>	35 hours per week
<b>Accountable to</b>	Head of Planning and Performance
<b>Date</b>	June 2026

The King's Fund is an independent charity working to improve health and care in England. We help to shape policy and practice through research and analysis; develop individuals, teams and organisations; promote understanding of the health and social care system; and bring people together to learn, share knowledge and debate. Our vision is that the best possible health and care is available to all. We have a high profile and strong reputation for influencing health and care policy, providing leadership development and producing excellent communications.

**Our values**

We expect everyone who works for us to be committed to our values and to share our commitment to becoming a more diverse and inclusive organisation. Our values focus on putting people first, challenging the status quo, remaining objective and always being courageous. You can read more about our values in our five-year strategy here: <https://www.kingsfund.org.uk/about-us>

The Fund has an ambition to increase the diversity of our workforce and introduce careers in health and care policy to a broader range of people. We encourage applicants from all sections of the community, including those from Black and ethnic minority backgrounds, those with disabilities and from the LGBTQ+ community. We believe that diversity of background and experience contributes to a broader collective perspective that will improve the way we influence health and social care policy.

**Job purpose**

The Governance Manager is responsible for the charity’s governance arrangements, working closely with the senior management team (in particular the CEO and Finance and Operations Director), Board of Trustees, sub committees, and General Advisory Council to ensure efficient and effective operation in support of the charity's strategic objectives.

**Main responsibilities**

Ensures the appropriate support structures and processes are in place to enable The Fund’s Senior Management Team and Board of Trustees to meet its responsibilities and obligations and that the Fund’s ways of working for governance enable effective accountability and decision-making, including:

- Delivers high-quality support (including admin and coordination) to the Senior Management Team meetings.
- Delivers high-quality support (including admin and coordination) to the Board of Trustees, its committees (which meet between 3 and 4 times a year), and the General Advisory Council.
- Manages the corporate meeting/reporting cycle and schedule, ensuring governance meetings have clear objectives, agendas and supporting documentation.
- Supports appointment and induction of Trustees, Committee members and members of General Advisory Council.

- Maintains an up-to-date register of interests.
- Leads on the annual review of compliance with governing document, monitors Trustees' term dates, reviews and updates of terms of reference.
- Promotes understanding of good governance whilst working with the Board, the Senior Management Team and across the organisation.

Supports processes for assurance including management of risk and key controls, including:

- Ensures that key controls (including policies and procedures) are reviewed and approved as required.
- Is responsible for custody of the company seal and ensures the correct process is followed for the signing and sealing of documents.
- Keeps up to date with developments in the field and changes in legislation, regulation and corporate governance.
- Acts as Company Secretary for KEHF, The Fund's trading subsidiary.

### **Management of people and resources**

- Effectively builds high-quality working relationships providing a blend of support, development and performance management that enables individuals the role interacts with to work at their best.
- Actively contributes to effective communication within the team and with others across the Fund.
- Effectively manages project/business performance by planning, co-ordinating, delivering, evaluating and communicating as appropriate.

### **Other**

- Actively learns and develops to stay up to date with developments in area of expertise and to meet the changing needs of the job, team and organisation by participating in appraisal and appropriate learning activities including information security and privacy awareness.
- Encourages and supports the development of others, the team and the organisation by engaging in and contributing to the Fund as a learning organisation and to its positive culture.
- Represents the team in a professional and positive manner with both internal and external stakeholders and in doing so reflects the values of the organisation.
- Undertakes any other duties that may reasonably be required, and are commensurate with the grade of the job, in furtherance of the objectives of the Fund.
- Ensures compliance with The King's Fund's policies, procedures and contract of employment.

### **Dimensions of the role**

- Oversight and support of governance committees and meetings = 34 meetings per year total.

## Person specification

### Supporting Evidence

You must demonstrate your experiences, skills, abilities and values by giving specific examples for the criteria within the person specification.

	<b>Essential</b>	<b>Desirable</b>	<b>How tested</b>
<b>Training and qualifications</b>		<ul style="list-style-type: none"> <li>Chartered Governance Institute qualified or part qualified.</li> </ul>	<i>Application</i>
<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>Experience in a governance role within a charity or similar environment of similar scale and complexity.</li> <li>Understanding, knowledge and experience of charity governance frameworks and decision making between Boards and Committee.</li> <li>Experience of managing processes and the ability to translate this into a complex charity environment.</li> </ul>		<i>Application / Interview</i>
<b>Skills and abilities</b>	<ul style="list-style-type: none"> <li>Administratively efficient and able to work to deadlines.</li> <li>Expertise in supporting the governance of complex organisations and experience of providing governance advice to Board members, or equivalent.</li> <li>The ability to draft papers and other documentation in clear, concise, and accurate plain English to tight timescales.</li> <li>Proficient in using digital collaboration tools (MS Teams, SharePoint specifically) including AV technology.</li> <li>Independent judgment and discretion in handling and communicating sensitive information.</li> <li>Able to work collaboratively and sustain effective working relationships with diverse colleagues, partners and clients.</li> <li>Able to organise their own work and time productively.</li> </ul>	<ul style="list-style-type: none"> <li>Experience in using digital tools to improve effectiveness and efficiency.</li> </ul>	<i>Application/ Interview</i>

	<b>Essential</b>	<b>Desirable</b>	<b>How tested</b>
	<ul style="list-style-type: none"> <li>• Able to prioritise and plan the work of others.</li> <li>• Understands The King's Fund's values and their application to this role.</li> <li>• Has an appreciation of the work of the Fund and the contribution of this role.</li> <li>• Keeps abreast of developments in statutory requirements and best practice in charity governance.</li> </ul>		
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Has personal credibility, particularly with senior stakeholders.</li> <li>• Committed to providing a high standard of work.</li> <li>• Appreciates the value of diversity.</li> <li>• Committed to continued learning and supporting the learning of others.</li> <li>• Willing to accept responsibility and opportunities appropriate for the role.</li> <li>• Has a flexible approach to their role and to change.</li> <li>• Works with a positive attitude and is solution-focused.</li> </ul>	<ul style="list-style-type: none"> <li>• Has a high level of self awareness.</li> <li>• Has emotional resilience.</li> </ul>	<i>Interview</i>
<b>Other</b>			