



**Ambitious
about Autism**

Head of Governance and Compliance

Job description, 2024

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Job description

Job title	Head of Governance and Compliance	Team	Finance and Planning
Job band	circa £55,000 (depending on skills and experience)	Reporting to	Director of Finance and Planning
Hours	Full time, 35 hours per week. Flexible working and hybrid working options available	Line management	Governance Assistant

Approved by: Director of Finance and Planning

Updated: July 2024

Role purpose

The Head of Governance and Compliance is a critical role, ensuring best practice governance and compliance is embedded at Ambitious about Autism and the Ambitious about Autism School Trust. Through the development and implementation of high-quality monitoring and reporting policies and systems, the postholder will promote excellent governance, and maintain compliance with all external regulatory requirements.

This role works closely with colleagues in the Executive Team and wider Senior Management Team, driving up standards of governance across the organisation. As key relationship holder with Trustees, the Head of Governance & Compliance is responsible for ensuring the Board is meeting its responsibilities and receiving high quality information and support from the staff team. This role also provides support to the Local Governing Bodies at each of the education settings, acting as a “critical friend” to help upskill staff and provide the tools needed to run these bodies effectively.

Key accountabilities and dimensions

Governance support and development:

- In collaboration with the Trustees and the Chief Executive, ensure that Ambitious about Autism and Ambitious about Autism Schools Trust have a highly effective and fully compliant set of governance arrangements
- Ensure all governance arrangement comply with the Charity Governance Code, Care Quality Commission guidance, the Charity Ethical Principles developed by NCVO, and the Department for Education Governance handbooks for academies, multi-academy trusts and maintained schools.
- Facilitate Trustee and Governor recruitment, induction and development providing information to new and existing Trustees and Governors to keep them advised of their responsibilities and developments in the sector.
- Lead on Ambitious about Autism and Ambitious about Autism Schools Trust’s statutory compliance, including ensuring all relevant returns and reports are filed with Companies House, the Education and Skills Funding Council, the Care Quality Commission, the Charity Commission and other regulatory bodies on a timely basis.
- Lead on the ongoing development of the overall policy framework and ensure that policies are in place and are adequate and regularly reviewed by senior management, the Executive Leadership Team and the Boards of Ambitious about Autism and Ambitious about Autism Schools Trust in a timely and appropriate way.
- Ensure that an appropriate policy, approach and reporting system is in place for managing complaints, and supervise the Governance Assistant in coordinating responses to complaints.

Education Governance:

- Work closely with the Clerks of each education setting, as well as the Director of Education and School and College Heads/ Executive Heads, to ensure the Education and Care Board Sub-Committee and the Local Governing Bodies receive high quality information to inform their meetings and decision making
- Coordinate the production of safeguarding, health & safety, behaviour and RPI data on a termly basis, and report on this data within to the Executive Leadership Team and Board of Trustees
- Conduct regular audits of education governance and compliance, providing colleagues within the education settings with tailored advice to promote best practice and strengthen systems and controls
- Coordinate in updating organisational and educational policies with a compliance element
- Respond to education policy related questions and ensure the appropriate information is available through the organisational website, in accordance with regulator requirements
- Support colleagues in the education settings to maintain a Single Central Record for the school and college Governors and Trustees
- Support clerks to the local governing bodies in maintaining Terms of Reference and Terms of Office for Governors
- Keep regulator systems updated for changes at the local governing bodies (including on the Department for Education Get Info Website and the education settings' websites)
- Support colleagues at the education settings in preparing the Governors for Ofsted visits

Compliance:

- Undertake compliance investigations and produce reports as required for internal monitoring and review purposes and for external regulators.
- Undertake proactive learning about compliance developments and best practice in the charity, residential and education sectors, working to ensure the organisation is an exemplar of good governance.
- Work closely with the Health and Safety manager to ensure that an appropriate policy, approach and reporting system is in place for ensuring Health and Safety compliance.
- Work closely with the designated safeguarding leads in each of the charity's services to ensure that an appropriate policy, approach and reporting system is in place for ensuring Safeguarding compliance

Leadership and Management:

- Contribute to the development of the organisation's overall strategy and operational plan, as a member of the Senior Management Team
- Recruit, manage and motivate the Governance and Compliance team to implement the strategy
- Ensure the team is managed to meet organisational needs, statutory requirements, and best practice guidance
- Lead, manage and coach the Governance and Compliance team to ensure high performance carrying out supervisions and appraisals in line with policy and practice
- Manage effectively poor performance
- Develop, in collaboration with the Director of Finance and Planning, the financial budget for Governance and Compliance, ensuring it is effectively managed, maintained and monitored.

Additional duties:

- Demonstrate a continual commitment to safeguarding and promoting the welfare of children

- and young people
- Demonstrate a continual commitment to the promotion of diversity initiatives and the sharing of best practice in line with Ambitious about Autism's Equality, Diversity and Inclusion policy and procedures
 - Ensure the highest degree of confidentiality and data protection of all materials
 - Any other duties commensurate with the role

Person specification

Role and band competencies	Essential
Specific knowledge, experience and technical skills	
1. Qualified by certification or experience in managing the governance of an organisation, with a thorough understanding of Company Secretarial duties	X
2. Up to date knowledge of either or both of Charity Commission, Care Quality Commission and Department for Education regulatory environments	X
3. Proven knowledge and experience in governance and compliance, working at a senior level with Trustees and senior leaders.	X
4. In-depth knowledge of statutory reporting procedures and record keeping	X
5. Good people management skills, including giving timely feedback and objective setting - able to motivate and manage a team.	X
6. Communication – effective internal and external communication both verbal and in writing, and negotiation skills	X
7. Relationship Management – experience of developing strong relationships up to executive level demonstrating with exceptional interpersonal skills	X
8. Good knowledge and understanding of health and safety in the workplace, equal opportunities, safeguarding and promoting the welfare of children and young adults’ legislation and practice.	X
9. Good knowledge and understanding of safeguarding requirements and best practices	X
10. Budget management and procurement support experience	X
Personal attributes	
11. Values driven	X
12. Strong leadership skills and the ability to inspire	X
13. Innovative approach	X
14. Strong influencing skills, with the ability to engage, motivate and lead stakeholders at all levels in the development of effective and inclusive Governance practice	X
15. Strong interpersonal skills and the ability to lead and build effective partnerships with individuals and organisations	X
16. Ability to plan, manage and deliver work to agreed deadlines	X
17. Resilient and able to work on own initiative and as part of a team	X
18. Computer literate with working knowledge of all Microsoft packages	X
19. Able to travel frequently across all the Ambitious about Autism sites and to meetings externally	X

How to apply

Stage	Timescale
Closing date for applications	Wednesday 7th August 2024
Candidates informed of outcome of application	Friday 9th August 2024
Interviews (these will be conducted online via Teams)	Tuesday 20th August 2024

If you would like to find out more about this exciting opportunity, need any further information or wish to have an informal discussion please contact James Axford, **Recruitment Officer** – 020 8815 5149, jaxford@ambitiousaboutautism.org.uk

Equal opportunities monitoring

Ambitious about Autism is fully committed to equality of opportunity and diversity and we warmly welcome applications from all suitably-qualified candidates. We welcome applications regardless of race, colour, nationality, ethnic or national origins, religion or belief, sex, sexual orientation, gender reassignment, marital or civil partner status, pregnancy or maternity, disability, or age. All applications will be considered solely on merit.

Ambitious about Autism is committed to safeguarding and promoting the welfare of children and young people and successful candidates will be subject to an Enhanced DBS check.

We are Ambitious about Autism

Ambitious about Autism is the national charity standing with autistic children and young people.

We believe every autistic child and young person has the right to be themselves and realise their ambitions.

We started as one school and have become a movement for change. We champion rights, campaign for change and create opportunities.

Contact us

The Pears National Centre for Autism Education
Woodside Avenue, London N10 3JA

☎ 020 8815 5444

✉ info@ambitiousaboutautism.org.uk

🌐 ambitiousaboutautism.org.uk

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**Ambitious
about Autism**

Ambitious about Autism is a registered charity in England and Wales: 1063184 and a registered company: 03375255.

Ambitious about Autism Schools Trust is an exempt charity in England and Wales and a registered company: 08335297.