



## Chief Operating Office - Governance

<b>Job Title:</b>	<b>Governance Officer</b>
<b>Reporting to:</b>	<b>Head of Governance and Risk</b>
<b>Dogs Trust Grade:</b>	<b>E</b>
<b>Location:</b>	<b>London office</b>

### Job Purpose

To help ensure that the Dogs Trust and its subsidiaries have a co-ordinated approach to governance and compliance. This role will provide the opportunity to contribute to the governance infrastructure of Dogs Trust. Good governance is becoming increasingly important in the charity sector and the post holder will support the department in developing effective processes for governance, compliance, and policy development.

### Overview of the Department/Team

The Chief Operating Office plays a key role in overseeing Dogs Trust's internal operations, ensuring the effective management of the Charity's financial, legal, IT, efficiency, facilities, and governance functions. The Directorate works closely with senior leadership to support the organisation's Rehoming Centres, prevention programmes, and international efforts. Its focus is on ensuring smooth internal processes that align with the mission and strategic goals of what is the UK's largest dog welfare charity.

### Key areas of accountability

Supporting the preparations for Board, committee, and subsidiary meetings, including agendas, paper deadlines, compiling and formatting papers, tracking action completion and maintenance of minutes. Ensure continuous improvement process through recommending and implementing changes to streamline and improve processes where appropriate.

Providing support to governance related projects; where required, taking minutes of meetings, and dealing with any actions.

Tracking filing deadlines and compliance requirements for Dogs Trust and its subsidiaries.

Support in refining Dogs Trust's policy development process and maintenance of the policy register.

Development and upkeep of the Council member intranet, a portal for trustees to access papers and other useful information.

Keeping abreast of regulatory changes, raising awareness, and embedding best practice.

Any other reasonable duties.

### Person Specification

#### *Essential skills, qualifications, experience, and attributes*

Solid experience in committee governance, including organising meetings, collating papers, and writing accurate and concise minutes.

Experience of organising senior-level meetings (of typically up to 20 people), or other similar events, including hybrid meetings with AV equipment.

Knowledge of software and systems, to maximise efficiency and effectiveness, specifically Microsoft 365 tools, including SharePoint, Word, Outlook, Excel, Teams etc.
Excellent written and verbal communication skills with the ability to work with a wide range of senior stakeholders/board members.
Strong analytical skills and problem solver.
Common sense, pragmatic approach.
<i>Desirable skills, qualifications, experience, and attributes</i>
Experience of completing Companies House filings or other similar regulatory filings.
Experience working in a governance role or the charity sector.
Understanding of charity sector guidance and regulations.
Understanding of legal subsidiaries and group accounting conventions for large and complex charities.

<b>Additional information</b>
Working hours are 9am to 5pm, this includes a degree of agile working which will require a minimum of 2 days a week based at the London office in Angel.
<b>Last revised: October 2024</b>

