



**ROLE DESCRIPTION**

Job title	<b>Governance Manager (Fixed Term contract 9 months)</b>
Team/group	Finance
Summary role description	Responsible for ensuring CILIP meets its statutory and governance obligations, including managing the charity’s policy schedule and coordinating board and committee meetings. The role will also lead a periodic organisation-wide governance review during 2026–27.
Report to	Interim Finance Director
Normal place of work	Home based remote contract
Salary	£24,284 per annum (full time equivalent £42500) (Point 3.1 of the CILIP Senior Manager Grade)
Contract type	Part-time (20 hours per week, with flexible working arrangements), fixed term for 9 months. The role will be reviewed at the end of the contract in line with organisational needs.

**Our charitable purpose is to raise standards in libraries and information and knowledge management to change lives, improving education, literacy, and prosperity for all.**

We expect everyone to meet the core CILIP team values:

- **ONE TEAM** - We deliver on our commitments, are supportive and have a shared purpose.
- **INNOVATIVE** - We lead the development of the sector, are commercially agile and embrace change.
- **COLLABORATIVE** - We engage the right people, contribute purposefully and share knowledge and expertise generously.
- **ACT WITH INTEGRITY** - We are inclusive, we work for the public good and champion the profession.

**JOB PURPOSE**

Reporting to the Interim Finance Director, the Governance Manager plays an essential role in supporting the organisation in delivering its mission by embedding strong governance across all areas of our work.

The role enables confident decision making at every level ensuring that’s systems, processes are compliant. By connecting governance frameworks with day-to-day practice, this role helps to build a culture where accountability, learning and continuous improvement

**What the role is accountable for delivering:**

**Governance**

- Lead and continuously improve governance systems and processes to ensure the effective and efficient operation of the Board, Committees and leadership governance structures.
- Maintain accurate statutory records, trustee registers including Register of Interests and other governance documentation, ensuring compliance with legal, regulatory and organisational requirements.
- Develop and manage annual governance calendars, including Board, Committee, Executive and Leadership Team meetings, the AGM, and key governance activities.
- Coordinate Board and Committee meetings in partnership with Chairs, including agenda planning, meeting logistics, paper preparation, quality assurance and timely distribution of documentation.
- Act as Secretary to Board and Committee meetings as required, producing accurate minutes, recording decisions and maintaining action trackers in line with agreed internal procedures.

- Implement and maintain secure systems for the sharing and storage of governance documents, ensuring compliance with data protection and information governance requirements.
- Provide governance advice and support to the Board, Committees and senior leaders, promoting good governance practice and compliance with relevant legislation and regulatory guidance.
- Lead the recruitment, induction and ongoing development of Trustees and co-opted members, including the provision of governance training and support.
- Work collaboratively with IT and internal stakeholders to ensure trustees and co-opted members have appropriate access to systems, information and governance resources.

### **Policy and Compliance Management**

- Maintain and administer the organisational policy framework and policy register, ensuring that policies are appropriately controlled, reviewed, archived and accessible.
- Manage the policy review and approval cycle, maintaining a forward review schedule and coordinating input from subject matter experts, the Executive Team, Committees and the Board in accordance with the Scheme of Delegation.
- Support Executive policy owners to ensure organisational policies, governance procedures and Trustee guidance documentation are reviewed and updated in line with legislative, regulatory and best practice requirements. Accountability for the content and compliance of specialist policies remains with the relevant Executive lead.
- Provide advice and guidance on policy governance, approval routes, version control and review requirements, ensuring consistency across the organisation.
- Support the communication and implementation of new or revised policies through publication, guidance and stakeholder briefings.
- Ensure statutory returns and regulatory filings are completed accurately and on time, maintaining up-to-date records with Companies House, the Charity Commission and other relevant bodies.

### **Executive and Organisational Support**

- Provide high-quality administrative and coordination support to the Executive Team as required.
- Co-ordinate organisational meetings and events, including 'All Staff' in person meetings, leadership meetings and governance-related activities.
- Manage associated logistics, including venue booking, travel, accommodation, catering and event administration.
- Maintain and oversee the organisational calendar and key corporate schedules, ensuring effective planning and coordination across the organisation.

### **Presidential Team Support**

- Establish and manage the annual programme of activities for the Presidential Team in conjunction with the Board and senior stakeholders.
- Provide comprehensive administrative support to the Presidential Team, including itinerary planning, visits, meetings, travel arrangements, expense administration and event coordination.
- Ensure timely communication between the Presidential Team, Board members and external stakeholders.

### **Wider CILIP**

- The role may be called on from time-to-time to support the delivery of the CILIP's work across other teams and functions within CILIP.
- Provide support with any related duties as assigned, within the scope of the role.

## PERSON SPECIFICATION

	Essential / Desirable (E/D)
<b>Work experience</b>	
Experience of managing governance functions within a charity, membership body or other not-for-profit organisation	E
Experience of supporting Boards and Committees, including meeting management, production of governance papers and minute-taking	E
Knowledge of charity governance, trustee responsibilities and regulatory requirements, including Charity Commission and Companies House obligations	E
Experience of advising senior leaders, trustees or board members on governance processes and good practice	E
Experience of developing, implementing or improving governance processes and systems	E
Experience of coordinating policy review and approval processes across an organisation	E
Experience of building effective working relationships with trustees, board members, volunteers and senior stakeholders	E
Experience of managing statutory records and regulatory filings	D
Experience of using CRM, governance or board portal systems	D
Experience of undertaking company secretariat responsibilities	D
<b>Skills/abilities</b>	
Excellent organisational skills with the ability to manage multiple priorities and deadlines	E
Excellent written communication skills, including the ability to produce accurate minutes, reports and governance documentation	E
Strong verbal communication and interpersonal skills, with the confidence to engage effectively with senior stakeholders	E
High level of attention to detail and accuracy	E
Ability to maintain confidentiality, exercise sound judgement and handle sensitive information appropriately	E
Ability to interpret governance requirements and apply them in a practical organisational context	E
Ability to identify opportunities for improvement and implement changes to governance processes and systems	E
Strong planning, coordination and project management skills	E
High level of IT proficiency, including Microsoft 365 and governance-related systems	E
<b>Personal details</b>	
Ability to work on own initiative and take ownership of outcomes	E
Professional, credible and articulate approach	E
Resilient and able to remain calm under pressure	E
Collaborative and relationship-focused with a strong customer-service ethos	E
Personal commitment to promoting Equality, Diversity and Inclusion	E
Commitment to the organisation's values and charitable objectives	E
<b>Education/qualifications</b>	
Governance qualification (e.g. Chartered Governance Institute qualification)	D
Relevant qualification or training in governance, compliance, company secretariat practice or charity management	D

### Other key information:

Managerial Responsibility	None
Dimensions and Limits of Authority	Expected to take the autonomous lead for own role with some direction from the Interim Finance Director, working within broad organisation policies.