

Finance and Corporate Services

Senior Governance Manager

The job, in a nutshell

Effective governance is vital for Age UK to ensure it achieves its strategic objectives, delivers effective management and meets the requirements of its regulators.

The Senior Governance Manager is a key role managing and providing all aspects of the governance and secretariat service relevant to the most senior Boards and Committees within the Age UK Group and deputising for the Head of Governance and Legal with respect to duties as Company Secretary. The role manages a team of 4 Executive Assistant and Governance Officers and 1 Executive Assistant (Chair/CEO) and the ability to line manage this team throughout the Board and Committee governance cycle and on individual projects / tasks, while also providing consistent executive services is key.

This is a very visible role working closely with Trustees and Directors as well as the most senior staff within the Charity, providing advice and support. The post holder will lead projects, anticipate future governance matters and proactively tackle issues, with the ability to prioritise and manage many projects and activities in a busy environment.

www.ageuk.org.uk

Age UK, 7th Floor, One America Square, 17 Crosswall, London EC3N 2LB.
Registered charity number 1128267. Company number 6825798.

Our values

-  Collaborative
-  Ambitious
-  Impactful
-  Inclusive

Senior Governance Manager

What you'll do for us:

- Co-ordinate the Board and Committee cycle, personally delivering and line managing a team who deliver high quality support to trustees and committee chairs
- Advise on governance principles and requirements, including maintaining the Register of Interests
- Play a lead role in relation to recruitment, induction and training of Trustees and Committee members – as well as supporting associated succession planning
- Ensure Committees and the Board have robust governance structures and meet regulatory requirements, this includes but is not limited to Terms of Reference, Skills Audits, Effectiveness Reviews, Charity Governance Code alignment, and Companies House ID verification
- Prepare management reports on governance and compliance activities, to support the monitoring of compliance and identifying risks
- Establish and maintain governance policies and procedures, ensuring they are up to date and effectively communicated across the Charity.
- Lead on statutory filings and registers
- Support the governance aspects of the annual statutory accounts and external audit process

Location

Hybrid/London

People management

Yes

Division

Finance and Corporate Services

We're an
**Age-friendly
Employer**



Senior Governance Manager

Must have

The letters after each competency indicates at what stage in the selection process this area will be assessed.

Application = A, Interview = I, Test = T, Presentation = P

Experience

- Experience of provision of secretariat services; servicing senior level Boards and Committees **A, I**
- Experience of charity governance in a large and complex charity structure, including experience of establishing and maintaining governance policies and procedures **A, I**
- Experience of corporate governance **A, I**
- Line management experience **A, I**

Skills and knowledge

- High level of written English **A, T, P**
- Excellent communication skills with the ability to communicate at all levels and to tailor communications to different audiences **A, I, T, P**
- Strong presentation, negotiation and interpersonal skills **I**
- Experience of or aptitude to explore how technology and the use of AI can transform the team's work **I**
- A good eye for detail **A, I**
- Proactive and able to work both individually and as a team. **I**
- Sound judgement with good problem-solving abilities **I**
- Highly organised, able to meet deadlines and manage / prioritise workflow **A, I**

Personal attributes

- Confident and able to take decisions **I**
- Personable and able to build good relationships quickly **I**
- Flexible and able to work in a changing and fast-moving environment **I**
- Discreet and comfortable with holding confidential information **I**

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Senior Governance Manager

Great to have

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Experience

- Experience / understanding of working within a financial service regulated environment. **A, I**

Any other details

This role description is not intended to be exhaustive in every respect, but rather to clearly define the fundamental purpose, responsibilities and dimensions for the role.

In addition to the contents of this role description, employees are expected to undertake any and all other reasonable and related tasks allocated by line management.

Age UK acknowledges that some groups are less likely to apply for roles and we welcome applications from anyone who feels they have the skills, time and energy to commit to us.

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Our values

