



Essex & Herts
Air Ambulance

Your local life-saving charity

Assistant Governance Manager

Vacancy information pack





Introduction from the CEO

Hello,

It is my pleasure to extend a warm welcome to you as you consider joining our EHAAT family. The team who work with us are our most important asset. Upon joining us, you will become part of a dynamic, fast growing organisation which is committed to being a safe and effective clinical care provider.

All of our actions are guided by our values – passionate in going the extra mile, professional in treating everyone as they would wish to be treated, innovative in driving forward best clinical practice, inclusive in creating a safe environment where everyone feels comfortable being themselves, trustworthy in working openly and honestly and dedicated because we care about the cause, our patients and each other.

We very much consider ourselves a family, and we hope that anyone who chooses to join us will feel as privileged as we do to work for such an amazing charity. We have plans in place for a very exciting future and we would love you to join us on our journey!

Yours sincerely,



Jane Gurney
Chief Executive Officer





Our mission statement

Our aim is to save lives, reduce or prevent disability, or suffering from critical illness and injury, by delivering a first class pre-hospital emergency medical service to the people of Essex, Hertfordshire and surrounding areas.

Our highly skilled and specially trained pre-hospital care doctors and critical care paramedics work alongside our regional partners using helicopters and rapid response vehicles fitted with state-of-the-art life-saving equipment. Our critical care teams are dispatched by the East of England Ambulance Service NHS Trust.

We are here to assist everyone who lives, works, or is travelling through the region. The service is provided by the charity free of charge to patients of all ages, from every background and faith, who require the most advanced clinical care.

Our values:

It's what we say, it's what we do, it's who we are...



Passionate

We believe in our cause and are totally committed to the service we provide. The energy and enthusiasm we show demonstrates our motivation to sustain what we do.



Trustworthy

We are credible and honest; we do what we say we'll do and we deliver high standards. We meet the needs of the patients we serve and we won't let them down.



Professional

We show professionalism in every way, ensuring we do even the simple things well and that we portray the right image for our brand. We treat everyone as they would wish to be treated.



Dedicated

We are loyal, kind, compassionate and considerate to each other – and to the patients we serve. We pull together as a family to achieve a common goal. We care about the cause and about each other; we are never off-duty.



Innovative

We drive forward clinical innovations and constantly look for ways to improve what we do – encouraging initiative, being creative, learning from our mistakes and being open to making changes when needed. We are successful and lead from the front with huge drive, determination and energy.

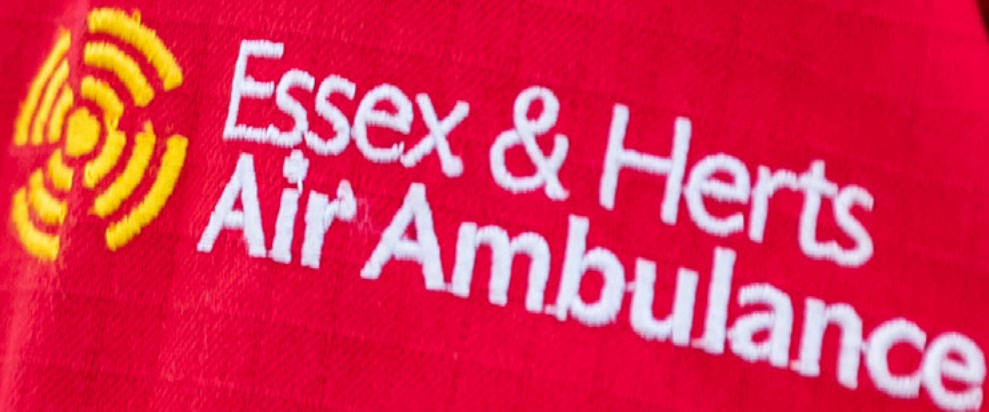


Inclusive

Our goal is to attract, develop and retain talent from across society. This requires a culture of inclusion where all individuals feel respected and are treated fairly. Colleagues must act appropriately and treat each other with respect by listening to different viewpoints, opinions, thoughts and ideas, embracing and actively promoting a culture of inclusion.

Job description

Job title	Assistant Governance Manager
Reporting to	Governance Manager
Based at	Earls Colne, Colchester with some meetings and occasional days at North Weald, Epping
Contract	Appointment will be made on a permanent basis with a 6-month probationary period
Working pattern	22.5 hours/3 days a week
Pension	Automatic enrolment to our pension scheme after 3 months
Annual leave	14.5 days plus bank holidays
Salary	£32,000 FTE (£19,200 pro-rata)



Job purpose

This is a newly created role with the purpose of maintaining a culture of compliance across the charity whilst ensuring we adhere to all relevant regulations and laws.

Together with the Governance Manager, you will be the key point of contact for compliance, providing advice and support to the team and ensuring we have procedures and controls in place across all areas of the charity. This will include training to ensure the team is skilled and acting consistently, as well as identifying opportunities for improvement and implementing appropriate solutions.



Key responsibilities

- Promote a culture of compliance and be a point of contact for all compliance and data protection queries, providing accurate advice to ensure compliance with regulations.
- Develop and maintain robust procedures and structures that give the charity the ability to fulfil our regulatory requirements.
- Ensure the charity is aware of, and is reacting to, any fundraising, data protection and other compliance regulation changes, by understanding wider implications.
- Work to maintain a culture of compliance across the charity through the development of training and guidelines that are easy to understand and accessible.
- Conduct regular internal audits to ensure that compliance procedures and policy documents are followed and fit for purpose.
- Assess data risks and complete Data Protection Impact Assessments where needed.
- Assist the Governance Manager in producing ad hoc and annual compliance reports, as well as returns to the Charity Commission and Companies House, so that EHAAT meets their legal responsibilities.
- Update the charity's data assets file.
- Review contracts and third-party agreements prior to signing to ensure they are in line with compliance regulations.
- Ensure adherence to Fundraising Regulator's Code of Practice through the undertaking of fundraising standards audits.
- Provide oversight for the timely management of leases and contracts.
- Ensure necessary insurances and contracts are in place to provide required suitable cover.
- EHAAT is a patient focused emergency medical charity. It is essential that all our staff are competent and confident in the delivery of CPR and use of an AED (defibrillator) in an emergency situation. For this reason, you will complete in house, CPR and AED awareness training annually.

Person specification

Essential

- Good communication skills with the ability to deliver information at the appropriate level of detail both individually and at meetings.
- Able to understand and interpret complex legislation, regulations, and guidance and make it accessible to others.
- Able to develop and produce policies to decrease risks associated with data privacy and information governance.
- Knowledge of UK data protection legislation (e.g. GDPR, PECR) and how to apply them.
- Able to produce agreements for sharing information externally with third parties.
- Experience of commercial contracts, including business insurances.
- Excellent team player who is willing to be flexible to support others in a busy environment.
- High levels of personal organisation, diligence, integrity and keen eye for detail.
- Desire to learn and develop skills and knowledge relating to data protection and compliance.
- Experience of working in compliance or a similarly regulated function.
- Experience of handling confidential and sensitive information.

Desirable

- Understanding of Charity Commission compliance, Fundraising Regulator compliance and limited company compliance.
- Understands the impact of new projects and how they may affect the charity regarding both intellectual property and liability.

How to apply

To apply please submit a completed application form in Word format (NO CVs) and our Equality and Diversity Form to recruitment@ehaat.org by 11:59pm on 5th July 2024.

Please address in your supporting statement how you meet the person specification for the role as fully as possible to demonstrate why you should be shortlisted for interview for this post.

Information if you have a disability

We are committed to ensuring fair treatment throughout the recruitment process. We will make adjustments to enable applicants to complete to the best of their ability wherever it is reasonable to do so and, if successful, to assist them during their employment. We encourage you to let us know if you have any requirements at any stage of the recruitment process.

Equality, Diversity & Inclusion

We are committed to becoming an inclusive organisation that represents all aspects of the communities we serve. We recognise that this is a journey and that there is a lot of hard work ahead. We celebrate diversity of background and thought in our ambition to create a workplace where everyone feels empowered and able to bring their authentic self to work each day. We collect EDI information for monitoring purposes only and it will not be used in any decisions affecting your application.

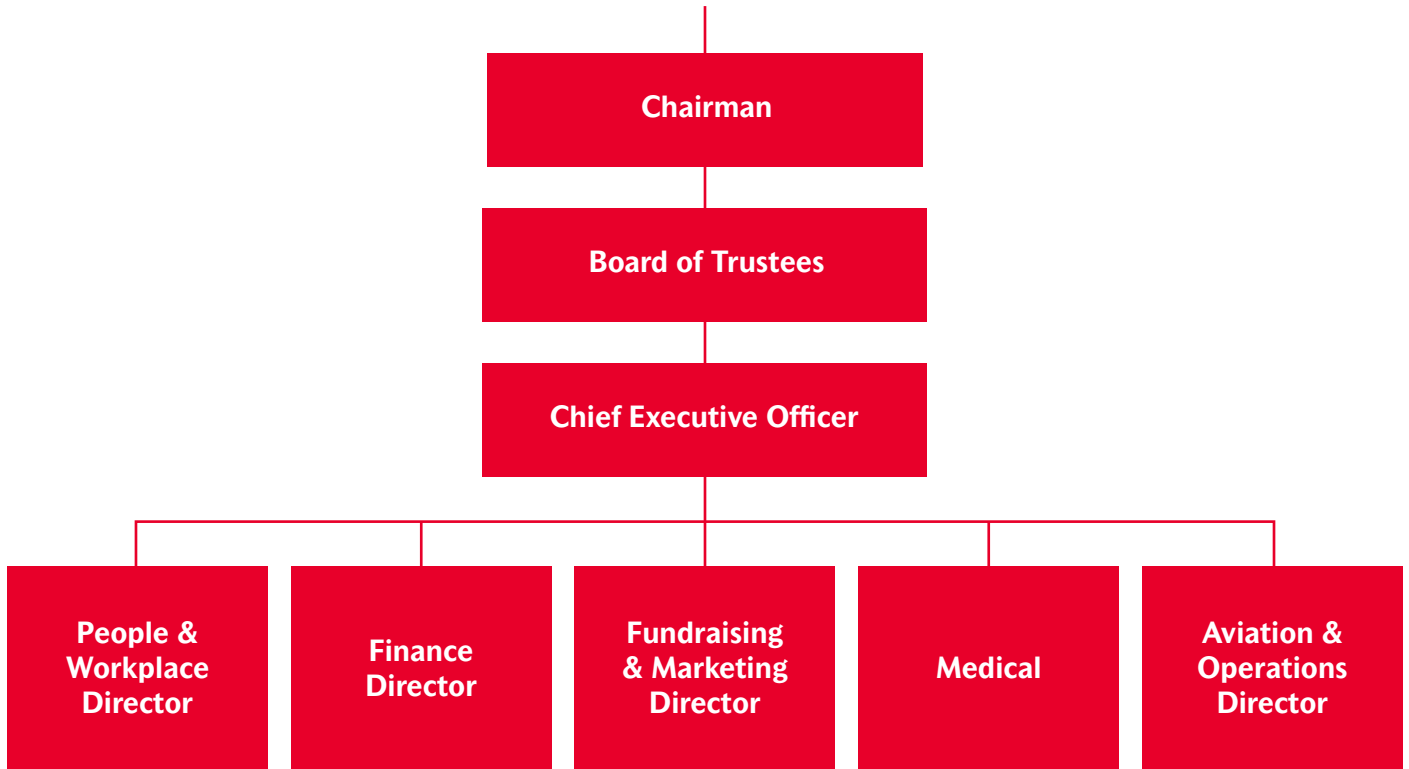
Not this vacancy? Why not join us as a volunteer? If you would like to know more about becoming a volunteer visit our website ehaat.org or send an email to volunteer.team@ehaat.org



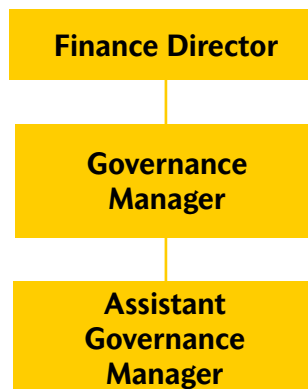
“ I just wanted to say it felt really good to be able to speak honestly, and reassuring that the organisation are so keen to act on lessons learned. I feel so supported and admire decisions being made, and how inclusive EHAAT is to everybody’s individual circumstances. ”

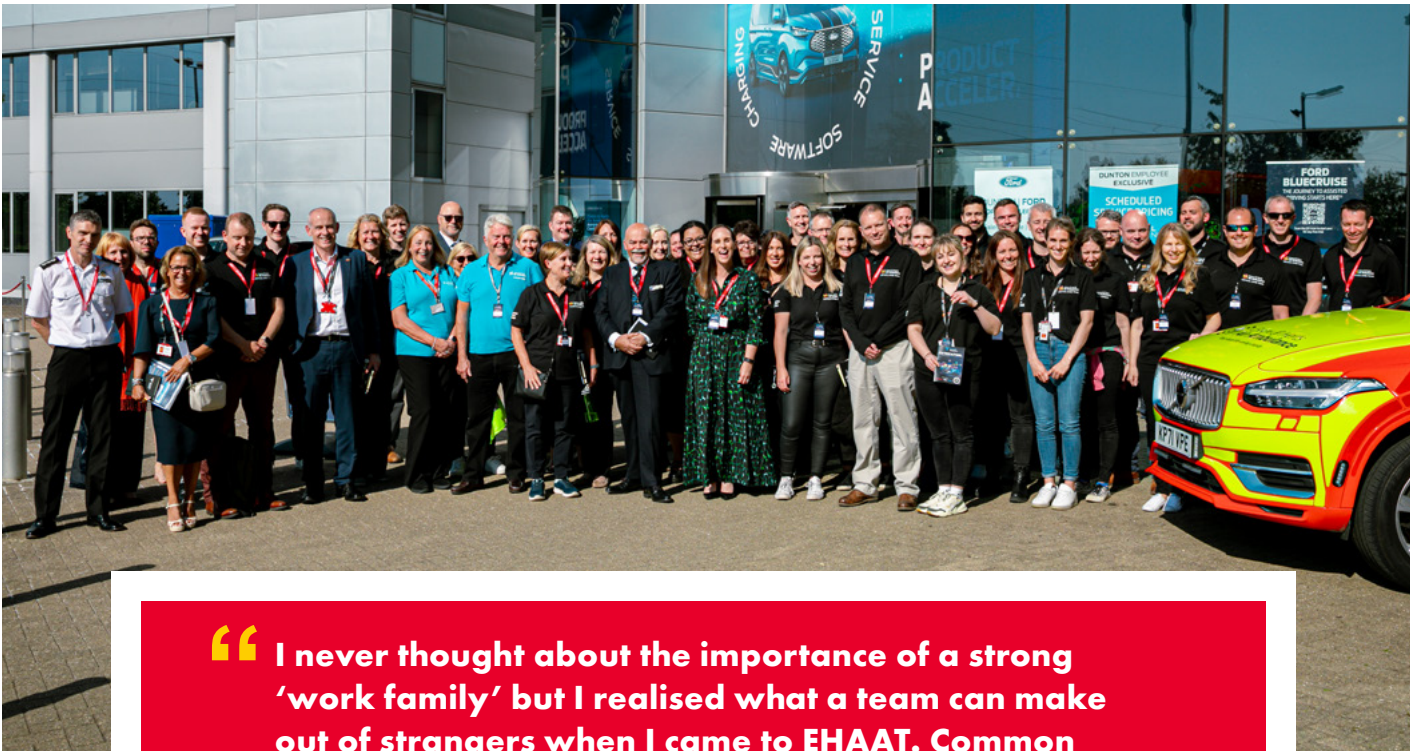


Trustee Board and Executive Team



Department Team





“ I never thought about the importance of a strong ‘work family’ but I realised what a team can make out of strangers when I came to EHAAT. Common beliefs, common values, and an organisation that cares about both our success and our welfare. It’s like raising children, teaching us skills, discipline and helping us build our self-confidence so that we can think bigger and achieve more. ”





Minds matter

At Essex & Herts Air Ambulance we recognise that wellbeing and performance are linked. Improving your ability to handle pressure and to balance work and home life can ultimately lead to improved individual and organisational performance and bring benefits to our team and our business.

As a business, our objective is to drive the understanding that our team members may need additional support from time to time and also that they are still more than capable of achieving within their role.

Our commitment to the wellbeing of our team is demonstrated with our Mental Health First Aiders, regular Mental Health training for our managers, Mental Health & Wellbeing Action Group and Chaplain support.

EHAAT is committed to creating a supportive and open culture, where colleagues feel able to talk about mental health confidentially. To demonstrate this, we have signed the 'Charter for Employers Positive about Mental Health' making us a registered 'Mindful Employer.'



“ They saved my daughter’s life. ”

Two-year-old Charlotte’s airway became obstructed whilst eating lunch at nursery.

She was turning blue when Essex & Herts Air Ambulance’s critical care team arrived and performed advanced techniques, allowing oxygen back into her lungs. Charlotte was then

anaesthetised and flown to Addenbrooke’s Hospital, where she was woken by the hospital team the following day.

After such a long time without oxygen, there were fears of neurological damage. Amazingly Charlotte awoke with just a cough and croaky voice. A few

weeks later, she visited the airbase to meet the team who saved her life.

This was all possible because of all the passionate, dedicated, hard working EHAAT team that work behind the scenes...



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Charity Number: 1108989



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Your local life-saving charity