

We are committed to ensuring all individuals are valued and work in a safe environment, promoting the ethos of Safeguarding and Equality and Diversity in all of our practices. We expect all staff to share this commitment.

Job Title:	Head of Governance
Grade / Salary:	£45,789.73 - £52,079.65 pro rata (Actual £32,040.86 - £36,442.16 per annum)
Hours:	30 hours per week, 38 weeks per year
Department:	Governance
Work Location:	Gloucester/Cheltenham
Responsible To:	Chair of Governors

1. Applicant Information

Gloucestershire College is committed to safeguarding children and vulnerable adults and any offer of employment will be subject to a number of conditions.

If you are shortlisted, you will be asked to complete a self-declaration of your criminal record or any information that would make you unsuitable to work with children. Generally, we are permitted to ask whether an applicant has any convictions, cautions, reprimands or final warnings which would not be filtered in line with current guidance, as defined by The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This Order sets out the circumstances in which an individual can be asked about spent convictions (but not protected convictions or protected cautions) and when an employer can consider these. This includes "any employment as a teacher in a school or establishment for further education and any other employment which is carried out wholly or partly within the precincts of a school or establishment for further education, being employment which is of such a kind as to enable the holder to have access to persons under the age of 18 in attendance at the school or establishment for further education in the course of his normal duties."

As this role involves engaging in "regulated activity" relevant to children, and in line with our legal obligations, before filling out this application you should be aware that it is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

In line with KCSIE and having regard to all relevant guidance, there is a requirement for providing satisfactory references and online searches will be conducted for candidates. The purpose of this search is to identify any incidents or issues that have happened, and are publicly available online, which we may need to explore further as part of our pre-screening checks. The level of check undertaken will be consistently applied across all applicants and may include both social media and a general internet search.

A satisfactory DBS Enhanced Disclosure with child barred list check will also need to be obtained as a requirement of the job.

2. Job Profile

Are you passionate about driving excellence in governance and ensuring compliance with the highest standards? Gloucestershire College is seeking a dedicated Head of Governance to lead and manage our governance function, supporting the Corporation and its committees in delivering effective oversight and strategic leadership.

In this pivotal role, you will:

- Provide expert advice on governance, regulatory compliance, and best practice.
- Shape agendas, prepare reports, collate and review papers, and ensure accurate records of meetings.
- Oversee governor recruitment, onboarding, and training, fostering strong relationships across the Board and College.
- Maintain governance policies and statutory returns, ensuring transparency and accountability.
- Champion innovation and efficiency in governance processes, including digital transformation and stakeholder engagement.

We're looking for someone with experience of governance in education, strong organisational skills, attention to detail, and the ability to build positive, collaborative relationships. You'll combine specialist knowledge with a proactive approach to continuous improvement.

You'll be asked to attend around 10 on-site meetings each year, with the flexibility to prepare and complete follow-up work remotely.

We offer flexible working hours and hybrid working to help you balance your role alongside other commitments.

This is a rewarding opportunity to support our college community and work collaboratively with a friendly and committed team.

If you're ready to make a meaningful impact and help shape the future of governance at Gloucestershire College, we'd love to hear from you.

A career with us means much more than just a salary- we know that our people are our greatest asset.

We provide an empowering, values-based environment where we all play a part in inspiring a future generation, working towards an inspirational vision. We are passionate about learning and pride ourselves in developing our staff; we will support you both professionally and personally to develop all the skills necessary to make this your next success.

We value mutual respect and believe that trust, respect and civility bring out the best in people. We also work collaboratively utilising the different knowledge, skills and experiences we each have; we strive to create an environment where everyone can give of their best. Working with committed colleagues, we also offer an attractive benefits package, please click on the benefits link to find out more about the range offered.

We celebrate the fact that our students and staff, our partners and friends, are from different social and ethnic backgrounds, different faiths, sexual orientation and ages.

We are committed to equality, diversity and inclusion and we want our workforce to have an equal gender balance, represent a broad mix of people from minority ethnic backgrounds, LGBTQ+, those with a disability and we would encourage all applicants that identify with this to apply.

Your skills are more valuable than you realise.

Sharing your skills and inspiring the next generation can be incredibly rewarding. But don't take our word for it, hear from those who are already doing it.

[What's it like to teach in FE? – Share Your Skills \(teach-in-further-education.campaign.gov.uk\)](https://teach-in-further-education.campaign.gov.uk)

3. Main Duties and Responsibilities

Advice and Guidance

- Provide expert advice on governance, regulatory compliance, and best practice standards to ensure the organisation operates within legal and ethical frameworks.
- Monitor and communicate updates on regulatory changes and sector good practice, advising senior leaders and governors on implications and required actions.
- Develop and maintain governance policies that align with statutory requirements and organisational objectives.
- Lead and develop governance, capitalising on opportunities for improvement and innovation.

Compliance and Regulatory

- Manage statutory compliance processes, including maintaining the Corporation Seal and ensuring adherence to governance instruments and articles.
- Oversee submission of key regulatory returns such as RSAQ, annual financial statements, and Charity Commission filings.
- Conduct regular audits and updates of the organisation's website to ensure transparency and compliance.
- Prepare and submit annual returns, self-assessment reports, and workforce data returns for Governors.
- Respond to Freedom of Information (FOI) requests in line with legal obligations and organisational policy.

Corporation Meetings

- Design and manage the annual schedule of Corporation and committee meetings, ensuring alignment with governance requirements.
- Prepare and present committee reports as appropriate.
- Shape and prepare agendas in consultation with senior leaders and committee chairs.
- Collate, review, and quality-check meeting papers for accuracy and compliance.
- Record and monitor Governor attendance, producing reports for governance oversight.
- Take accurate minutes, circulate promptly, and publish in accordance with statutory requirements.
- Coordinate meeting logistics, including room bookings, technology, and equipment provision.
- Draft and present papers for key committees (e.g., GRS, SSEC, Audit & Risk).
- Organise link Governor meetings to strengthen engagement and oversight.

Administration

- Provide high-quality administrative support for governance activities, including filing, scheduling meetings, and managing calls.
- Ensure robust document management systems for governance records.
- Offer technical and IT support for governance processes, including digital platforms and virtual meeting tools.

Governor People Management

- Oversee the recruitment and selection process for new Governors.
- Support Governors with day-to-day support and requests for information.

4. General

- Take an active part in the performance review process.
- Comply with all relevant Health & Safety regulations and assist the College in the implementation of its own Health & Safety Policy.
- Comply with and actively promote the College's Equality and Diversity Policy.
- Comply with and actively promote the College's Safeguarding Policy and Practices.
- Support the College's sustainability policies and recognise the shared responsibility of carrying out duties in a resource efficient way.
- Participate in enrolment.
- Undertake a first-aid qualification and participate in the first aid rota, as required.
- Undertake any other relevant duties as specified by your line manager commensurate with the level of this post.

5. Values

We have **four core values** that reflect what we are, how we do things and where we want to be. We want to support all staff to:

Be Respectful 	Be Respectful – To be respectful of self, others, property and environment when at college or representing the college.
Be Responsible 	Be Responsible – To take ownership of our behaviours, attitude and personal development.
Be Ambitious 	Be Ambitious – To become the best versions of ourselves.
Be Collaborative 	Be Collaborative – To work as part of a team or teams, to support each other to contribute and celebrate success.

6. Person Specification

Shortlisting Criteria

Essential	<ul style="list-style-type: none">– Proven experience in governance within an education, public sector, or regulated environment.– Strong knowledge of governance frameworks, compliance requirements, and regulatory standards.– Ability to provide clear, impartial advice to senior leaders and Boards.
Desirable	<ul style="list-style-type: none">– Relevant professional qualification (e.g., ICSA Chartered Governance qualification or equivalent).– Experience in Further Education (FE) or similar educational setting.– Project management skills and ability to drive process improvements.– Familiarity with digital transformation in governance (e.g., paperless meetings, governance software).– Experience in training and development for governors or board members.– Understanding of charity law and corporate governance requirements.–

Person Specification

Abilities	<ul style="list-style-type: none">– Excellent organisational and administrative skills, with the ability to manage complex schedules and documentation.– High attention to detail and accuracy in record-keeping and reporting.– Strong communication and interpersonal skills, able to build positive relationships across diverse stakeholders.– Confidentiality and integrity, with sound judgment in handling sensitive information.– Proficiency in digital tools for document management and meeting administration.
Job Circumstances	<ul style="list-style-type: none">– Able to travel between Campuses as necessary.– Hold an Enhanced DBS check with child barred list check or be willing to undertake a check.

Further Education is an ever-changing service and all staff are expected to participate constructively in College activities and to adopt a flexible approach to their work.

This job description will be reviewed annually during the performance review process, and will be varied in the light of the business needs of the College.

The job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

As users of the disability confident scheme, we guarantee to interview all disabled applicants who meet the minimum criteria for all advertised vacancies.

Where an employee or candidate indicates a disability, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all of the duties of the post. If, however, a certain task proves to be unachievable, job redesign will be given full consideration.

