

Head of Governance & Compliance

Reports to: Chief Executive Officer

Line management: Governance & Compliance Manager

Contract: Full-time, 52 weeks or Term Time only + 2 weeks

Purpose of the Role

The Head of Governance & Compliance is the Trust's senior governance adviser and Company Secretary. They ensure that governance across the Trust is effective, that we meet our legal and regulatory responsibilities, and that trustees and governors have the information, advice and support they need to make good decisions.

1. Governance and Strategic Assurance

- Lead effective governance across the Trust Board, its committees and Local Governing Bodies, continually reviewing and improving how they work.
- Act as the principal governance adviser to the CEO, Chair, Members, Trustees and local governors.
- Ensure trustees, members and governors receive high-quality information, training and support, and lead their recruitment, induction and succession planning.
- Maintain the Trust's key governance documents, including the Scheme of Delegation, Terms of Reference, Code of Conduct, policies and conflicts of interest arrangements.
- As Company Secretary, ensure the Trust meets its statutory responsibilities, including Companies House filings and statutory registers.
- Lead and develop the governance team, ensuring consistently high-quality support and making effective use of technology to simplify governance processes.
- Making effective use of technology to simplify governance processes

2. Compliance and Regulatory Assurance

- Keep abreast of relevant legal, regulatory and inspection requirements and advise leaders and governors on their implications.
- Oversee the Trust's policy framework, ensuring policies are current, compliant and reviewed at the right time.
- Coordinate key areas of Trust-wide compliance and provide clear assurance to the Board on compliance, complaints, data protection, legal matters and other significant risks.

- Oversee complaints and appeals that reach Board level, ensuring they are handled fairly, consistently and in line with Trust policy.
- Manage the relationship with the Trust's external Data Protection Officer and coordinate data protection advice and training.
- Coordinate Trust-wide arrangements for business continuity and RPA.

3. Trust Growth and Organisational Change

- Advise the CEO, Chair and Board on the governance implications of Trust growth, academisation, school transfers and other significant organisational change.
- Lead the governance aspects of due diligence and transition, ensuring legal and statutory requirements are met.

The Person

Qualifications

- Degree, equivalent professional qualification or qualification by experience
- Evidence of and a commitment to continuing professional development
- Professional qualification in governance or compliance is desirable but not essential

Skills and Experience

- Significant experience of governance, compliance and/or risk management, including working with Boards or governing bodies.
- Strong knowledge of governance and relevant legal and regulatory requirements, with the ability to turn complex requirements into clear, practical advice.
- Experience of advising senior leaders and Board members, with the confidence and judgement to challenge constructively.
- Excellent written and verbal communication, organisation and attention to detail.
- Ability to think strategically while ensuring that essential governance and compliance processes are delivered reliably.
- Experience in education, charities or another regulated environment is helpful, but school-sector experience is not essential.

Personal Attributes

- Sound judgement, integrity and discretion.
- Confident and credible, with the ability to challenge constructively and build trusted relationships.
- Pragmatic, collaborative and solutions-focused.
- Curious and forward-looking, with a desire to continually improve how we work.
- Committed to the Trust's mission and values and to safeguarding children and young people.