

Job Description

Governance Professional

Post Title:		Governance Professional
Location:		WFH with some on site meetings as required
Purpose:		To provide high-quality governance support to the Board of Trustees and its committees, ensuring effective clerking, statutory compliance, strong governance processes, and informed decision-making across the Trust.
Reporting to:		CEO and Chair of Trustees
Responsible for:		Governance support, ensuring the highest standards of governance, compliance and ethical conduct.
Liaising with:		CEO Executive Team Trustees Clerks
Salary/Grade:		NJC 27
Disclosure level		Enhanced
MAIN (CORE) DUTIES		
Clerking and meeting management		<ul style="list-style-type: none"> • Clerk Board, committee and Member meetings. • Maintain the annual governance calendar and forward-plan all statutory and reporting deadlines. • Coordinate agendas and ensure papers are complete, quality-assured and circulated on time. • Produce accurate minutes and track actions to ensure timely completion. • Ensure all meetings comply with legal, regulatory and Trust requirements.
Governance advice and compliance		<ul style="list-style-type: none"> • Provide procedural and regulatory advice to Trustees. • Maintain statutory governance records (inc. membership, registers of interest, terms of reference). • Ensure statutory documents are published on the Trust website • Manage Companies House filings and updates. • Manage GIAS • Ensure governance documentation is managed in line with GDPR and Trust data-protection policies.
Policy and document management		<ul style="list-style-type: none"> • Maintain the Trust policy register and manage review and approval cycles. • Ensure governance documents (Scheme of Delegation, Code of Conduct, governance statements) remain accurate, consistent

		and accessible. <ul style="list-style-type: none"> ● Manage the Trust's governance portal and user permissions.
Governance recruitment, onboarding and training		<ul style="list-style-type: none"> ● Support recruitment and appointment processes for Members and Trustees. ● Lead a consistent induction process for all new Trustees and Members ● Maintain training records and ensure all Trustees complete mandatory and recommended training. ● Support succession planning with the Chair of Trustees.
Development and evaluation of governance		<ul style="list-style-type: none"> ● Coordinate Trustee self-evaluation activities (skills audits, chair reviews, annual board evaluation). ● Develop and deliver a training programme for Trustees ● Co-ordinate governance skills gaps across the trust further to robust skills analysis and alongside the school clerks, co-ordinate the relevant training programmes
Oversight of clerking across the Trust		<ul style="list-style-type: none"> ● Provide professional leadership and quality assurance for school-based clerks. ● Develop standardised templates, processes and training to ensure high standards. ● Facilitate regular communication and development across the clerking network. ● Co-ordinate shared support across the schools.
Governance for new schools joining the Trust		<ul style="list-style-type: none"> ● Support governance due diligence and preparation during acquisitions. ● Establish governance structures for new schools in line with Trust requirements. ● Onboard new governors and local governance groups, ensuring alignment with Trust policies, processes and training. ● Ensure governance for new schools is fully compliant from the point of joining. ● Support the blending of new trustees to the trustee board at time of joining.
Additional Duties:		<ul style="list-style-type: none"> ● Clerk Trust panels and provide clerking cover for the schools when required. ● Undertake other duties aligned with the level and purpose of the role.
Personal development		<ul style="list-style-type: none"> ● Engage in ongoing professional development, keeping up to date with changes in governance practice, legislation and sector expectations.
Other Specific Duties:		
To continue personal development as agreed.		
To engage actively in the performance review process.		
Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.		

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description	
Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.	
The trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.	
This job description is current at the date shown, but, in consultation with you, may be changed by the Chair of Trustees and CEO to reflect or anticipate changes in the job commensurate with the grade and job title.	

Signed (postholder)

Date

Signed (CEO)

Date