

## **Job Description**

**Job Title: Board Governance Officer**

**Reports to: Chief of Staff**

**Salary: £28,000 - £33,000 per annum**

**Location: London**

**Duration: 1 year from 1 June (secondment cover, which may be extended depending on requirement)**

### **Job Purpose**

To ensure the Shaw Trust board members receive first class support and effective administration at all times. To work with trustees and executive members (as required) to ensure the Shaw Trust Group governance process administration is efficient and best in class.

This role will work with the appropriate executive teams and trustees/directors to cover the governance administration of the boards and committees of Shaw Trust, Shaw Education Trust, CDG-WiseAbility, Forth Sector, Forth Sector Development, and other subsidiaries as necessary.

### **Principal Accountabilities**

1. Work with EAs across the Shaw Trust Group to ensure effective diary management, effective scheduling and prioritisation of appointments and meetings for Trustees and Directors
2. Provision of administrative, correspondence and secretarial support with Trustees and Directors
3. Arrangement of internal and external meetings with Trustees and Directors, including all logistics.
4. Attendance at meetings (including Trustee Board) to take minutes, record decision and co-ordinate follow up action.
5. Co-ordination with Central Services departments to ensure all meeting packs, performance reports, briefing papers and communications are delivered within agreed timescales.
6. Management of trustee and director travel arrangements, accompanying the trustees where required.
7. Management of all trustee correspondence.
8. Work with the Chief of Staff to ensure effective Director and Trustee relations, including around recruitment, induction and any related HR matters as necessary
9. Establish effective working relationships with key Shaw Trust Group staff, liaising with external organisations where appropriate.
10. When required, provision of PA support to senior executives and other senior level meetings, and provide holiday/ sickness cover for the Executive Assistants.

11. Prepare packs, minute meetings and track actions for the Group Governance Board.
12. Assist in the regulatory filings required by the Shaw Trust Group.
13. Assist in the organisation and conduct of any Shaw Trust event.
14. Prepare timesheets, expenses and invoices for approval.
15. Present, record, file and store data (including all minutes of meetings and trustee related data) in accordance with company policy.
16. To participate in training and undertake appropriate learning and development, as identified through regular appraisal and reviews with line manager.
17. To work effectively within a personal budget.

## **General**

1. To undertake any further training as identified in the Shaw Trust review procedures.
2. Ensure that safe working practices are followed in respect of COSHH and other Risk Assessment control measures.
3. Employees must comply with the provisions of 'The Health and Safety at Work Act 1974' and must take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions whilst at work. Employees are also required to co-operate with their employer to enable them to perform or comply with any statutory provisions. The Trust's efforts to promote a safe and healthy working environment can only succeed with the full co-operation of its employees.
4. To understand, comply with and promote Shaw Trust's safeguarding policy and procedures. It is the responsibility of all employees to make the working environment safe and secure for all. Everyone must adhere to the 5 Rs in relation to possible abuse: Recognition, Response, Reporting, Recording and Referral. The Trust can only ensure its dedication to the protection of vulnerable people with the full cooperation of its employees.
6. The Trust has an Equality and Diversity Policy and it is the responsibility of all staff to comply with this. The key responsibilities for staff under this Policy are set out in the Trust Code of Conduct.
7. To maintain the confidentiality about clients, staff and other Trust business. The work is of a confidential nature and information gained must not be communicated to other persons except in the recognised course of duty. The post holder must meet the requirements of the Data Protection Act at all times.
8. This job description is intended to provide a broad outline of the main duties and responsibilities only. The post holder will need to be flexible in developing the role in conjunction with the line manager. The post holder may be asked to carry out any other delegated duty or task that is in line with their post.
9. To report to Line manager, or other appropriate person, in the event of awareness of bad practice.
10. Recycle and manage energy within your working environment.

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conjunction with the line manager. The post holder may be asked to carry out any other delegated duty or task that is in line with their post.

## PERSON SPECIFICATION

**Job title:** Board Governance Officer

(E = Essential D = Desirable)

<b>SKILLS AND CORE COMPETENCIES</b>
<b>Technical competency (qualifications and training)</b> <ul style="list-style-type: none"><li>• Excellent knowledge and experience in use of MS Office suite (Word, Excel, PowerPoint, Outlook) <b>(E)</b></li><li>• Knowledge of Visio <b>(D)</b></li></ul>
<b>Experience</b> <ul style="list-style-type: none"><li>• Significant experience of Executive Assistant/Senior PA support to Executive or Board level Directors <b>(E)</b>.</li><li>• Significant experience of working in a large matrix managed organisation at Executive Assistant and / or Board Governance level <b>(E)</b>.</li><li>• Previous experience of prioritising complex workloads <b>(E)</b>.</li></ul>
<b>Skills and Attributes</b> <ul style="list-style-type: none"><li>• Demonstrates effective time management skills, identifies and focuses on important and urgent messages, issues whilst maintaining all other tasks assigned <b>(E)</b>.</li><li>• Performs tasks with a high level of accuracy <b>(E)</b>.</li><li>• Confident and competent in oral and written communication <b>(E)</b>.</li></ul>

- Excellent organisational skills confident to deal with simple issues and gather information to draw logical conclusions **(E)**.
- Responds well to new processes and change that requires professional growth and challenges technical skill **(E)**.
- Ability to supervise/co-ordinate the work of others **(E)**.
- Flexible approach and ability to cope with the varying demands of the role **(E)**.

#### **Personal qualities, communicating and relating to others**

- Should consistently present a professional image and be welcoming to visitors and guests **(E)**
- Ability to liaise at all levels throughout the Trust and with external contacts at a senior level **(E)**.
- Ability to work on own initiative **(E)**.

#### **Safeguarding**

- Be able to display an awareness, understanding and commitment to the protection and safeguarding of young people and vulnerable adults **(E)**
- This post requires a Criminal Records Bureau disclosure **(E)**

#### **Other**

- Have an understanding of and be able to demonstrate a commitment to Equal Opportunities and Diversity **(E)**
- Ability to travel extensively on behalf of the Trust as required **(E)**.
- Previous experience of working in the not-for-profit sector **(D)**
- Good understanding of disability issues **(D)**.

