

Job Title:	Governance Manager
Accountable to:	Executive Director
Conditions:	
Hours of work:	20 hours a week
Base:	Church House, Great Smith Street, London, SW1P 3AZ
Salary:	£30,000 - £34,999 per annum (pro rata)
Contract:	Open-ended
Annual Leave:	22 days per annum plus Bank Holidays (pro rata)

Purpose of Role: The Governance Manager is responsible for managing the governance functions of Church Urban Fund, Near Neighbours and Just Finance Foundation, notably the Boards of Trustees, Committees and governance-level working groups in which Trustees are involved, facilitating achieving strategic objectives and meeting the requirements of regulators. The Governance Manager also works closely with the Executive Team to proactively support and coordinated their contributions to governance activities.

Principle responsibilities to include:

Organisation and Management of Boards/Committees	1.	Coordinate the annual programme of meetings of the Board of Trustees and Committees in order to facilitate the efficient conduct of business and decision-making
	2.	Formulate meeting agendas with the Executive Director and Chairs, advising management of content and presentations for the meetings
	3.	Administer the Boards and Committees including collation, organisation and distribution of papers in the preferred formats
	4.	Ensure that board of trustee meetings and all board committees are properly constituted and provided with clear terms of reference
	5.	Ensure that minutes of all meetings are taken, and final draft minutes produced for approval, accurately reflecting key points of discussion and decisions made
	6.	Communicate board decisions to those required to implement them and follow up on agreed Board/Committee actions in collaboration with the relevant Chairs ensuring actions which may interlink between committees are understood and developed accordingly to the required timetable
	Regulation and Governance	7.
8.		Maintain accurate statutory files and records
9.		Ensure compliance of the provisions of Companies Law and rules and update Companies House and Charity Commission data including

	trustee appointments/removals, statutory returns and filings for Church Urban Fund, Near Neighbours and Just Finance Foundation
	10. Work proactively and collaboratively with the Executive Director and Executive Team to deliver the highest standards of governance and to ensure that the charities fulfil their legal and regulatory obligations with regards to the responsibility of the Trustees in accordance with the objects as contained in the relevant memorandum of association and articles of association
	11. Take responsibility for maintenance of key governance documents, including the Articles of Association, the Scheme of Delegation, and Committee Terms of Reference.
	12. Keep updated in relation to rules and regulations relating to Companies House and the Charity Commission. Maintain an awareness of relevant governance developments.
	13. Provide administrative support to the Chairs of the Boards
Recruitment and training	14. Provide administrative support to the Trustee and Committee recruitment, induction, appraisal and development programmes
	15. Facilitate and support the management of succession planning for the Boards and Committees
Other duties and responsibilities	16. Establish and maintain effective working relationships with Church Urban Fund, Near Neighbours and Just Finance Foundation colleagues, Partners, Agencies and with other stakeholders
	17. Ensure Trustee information is up to date on internal and external facing documentation, including the website
	18. Manage and process expenses for all Trustees and Independent Members
	19. Be an ambassador for Church Urban Fund, Near Neighbours and Just Finance Foundation at all times
	20. Undertake any ad hoc activities or assignments that the Executive Director may delegate.

Person Specification – Governance Manager

The person appointed would be expected to demonstrate the following essential skills and characteristics and some of the desirable qualities:

Essential Skills, Experience and Characteristics

- Experience of supporting the work of Boards of Trustees or governance committees
- Experience of coordination, planning, or project management
- Accurate minute taking
- General administrative duties
- Experience of providing briefings and preparation for meetings
- Experience of maintaining company records
- Highly organised, proactive able to meet deadlines and manage and prioritise own workload
- High level of written English
- Good team-work
- Flexibility and adaptability
- First class accuracy and attention to detail
- High standards of computer literacy including competency in Microsoft Office packages and an ability to learn new processes and techniques quickly.
- Educated to degree level or equivalent experience
- Willing to travel across England with occasional overnight stays

Desirable Skills, Experience and Characteristics

- An understanding of good governance and best practice in the charity sector
- Experience working within a regulated environment

To apply, please send/email an up to date CV and covering letter outlining your relevant skills and experience, relating to the listed responsibilities and person specification to: Esther Brown, Church Urban Fund, 27 Great Smith Street, London, SW1P 3AZ. Email: esther.brown@cuf.org.uk

Church Urban Fund is an equal opportunity employer and values diversity.

Closing date: 11th September 2019