

Job description and person specification

Please note this statement is for information only and does not form part of a contract. The responsibilities articulated are not exhaustive and we are committed to working practices that are flexible, collaborative and inclusive.

Job title	Governance Officer	Location	Flexible
Contract type	Full-time: 35 hours per week	Contract length	Permanent
Date	April 2022		

Context

We are Versus Arthritis. We are fundraisers, programme managers, volunteers, administrators, editors and accountants all doing everything we can to push back against arthritis. Together, we'll continue to develop breakthrough treatments, campaign relentlessly for arthritis to be seen as a priority and support each other whenever we need it. Together, we're making real progress. But there's still a long way to go, and we won't stop until no-one has to tolerate living with the pain, fatigue and isolation of arthritis.

The Governance team is the interface between the executive team, trustees and committee members and provides seamless support to the work of the Board and its committees.

Main purpose of the role

The post holder will:

- provide first class secretariat support to the charity's board and committees and have responsibility for servicing, attending and minuting the official board and committee meetings (online or in any of our offices, as appropriate), including drafting, quality control and circulation of papers and agendas to strict deadlines and recording/monitoring of follow-up of actions.
- support the Head of Governance, Assurance & Legal and the Governance Manager to ensure all constitutional, legal and administrative procedures are effectively managed and assist in developing and managing processes and controls to ensure that all activities performed comply with relevant regulatory and statutory requirements.
- lead on the planning/implementation of logistics for Board away days and stakeholder events.
- be 'hands on' and flexible as new processes are designed and tested. The environment can change, so adaptability and versatility are extremely important.

Management and key relationships

Roles managed	None
Reports to	Governance Manager
Key Relationships	<p>Internal:</p> <ul style="list-style-type: none"> • Head of Governance, Assurance & Legal (GA&L) and Governance Manager. • Chief Executive and Organisational Leadership Team (OLT). • Governance, risk assurance, compliance, safeguarding and fundraising compliance colleagues. • Trustees and co-opted committee members. <p>External:</p> <ul style="list-style-type: none"> • Suppliers for events & meetings as above.

Main Responsibilities and Duties

Board Secretariat

Provide first class secretariat support to the charity's board and committees including:

- Attending board and committee meetings and the drafting of accurate board and committee minutes and the recording and proactive monitoring of follow-up actions.
- Have responsibility for coordination and management of the annual programme of board and committee meetings (including Overarching Governance Calendar (OGC) and actions arising), as appropriate to ensure alignment of key decisions and discussions, including maintenance of up-to-date schedules.
- Drafting and preparation of agendas to a high standard and to strict deadlines, coordination and quality control of papers and supporting the Organisational Leadership Team (OLT), Head of GA&L and Governance Manager in the drafting of papers, where required.
- Manage the administrative arrangements of trustee appointments including: updating candidate information packs, placing of adverts, communication with external recruitment agents/candidates, shortlisting, interview/appointment administration.
- Take a lead role in the induction, continuous training, monitoring and development of all trustees, including researching best practice to ensure they can perform their roles effectively.
- Lead on the planning/implementation of logistics for Board away days, committee meetings and stakeholder events including arranging meeting rooms, lunch, refreshments, travel and accommodation and processing of expenses claims.
- Continuous improvement in effectiveness and streamlining of processes - support the Head of Corporate Services and Corporate Governance and Compliance Manager in reviewing

	<p>governance and meetings management processes to ensure on-going and future streamlined, efficient and appropriate administration and procedures.</p> <ul style="list-style-type: none"> Various other ad-hoc tasks.
1	<p><u>Compliance</u></p> <ul style="list-style-type: none"> Maintain an inventory of all legislative and regulatory compliance requirements and obligations relevant to the charity and support the Head of Corporate Services with the required submissions to Companies House, OSCR, Charity Commission and other relevant bodies Maintaining an inventory and review schedule of governance policies and procedures Maintenance of governance registers including Terms of Office, membership details, Conflicts of Interests, Code of Conduct, Confidentiality agreements, Hospitality Register etc in line with the charity's policies Work with the Governance team to develop systems to monitor and evaluate governance and compliance standards across the charity
2	<p><u>Communication</u></p> <ul style="list-style-type: none"> Build and maintain strong and effective relationships with Board members, stakeholders and OLT. Development and maintenance of systems for trustee communication, including production/distribution of Trustee news bulletin, Trustee Centre (on SharePoint) and other relevant communications regarding the charity's activities. Draft staff briefings to maintain organisational knowledge of the work of the Board/committees
3	<p>Lead on the development, maintenance and review of governance policies and procedures (for example, the Conflict of Interests Policy) and some central policies (for example, Whistleblowing) in accordance with the Policy Management Process. Ensuring these are updated in line with current legislation and good practice.</p>
	<p>Support the implementation of the Governance Action Plan.</p>
5	<p>Contribute to projects as required, ensuring successful implementation and review. For example, the involvement of volunteers in the charity's governance.</p>
6	<p>Undertake any other reasonable duties, as determined by the Head of GA&L and Governance Manager.</p>

Criminal Record Check

Requirement

This role DOES NOT require a Criminal Record check

Person specification

Knowledge, skills and experience: key requirements

Requirement		Evaluation Stage
1	Evidence of necessary administration skills through training/experience	Application
2	Experience of supporting Boards/committees including organising meetings, the drafting of agendas and taking accurate and concise minutes of a complex nature at speed	Application
3	Good knowledge of corporate and charity governance	Application/ Interview
4	High level of literacy with proven ability to draft documents which are user-friendly and to proof-read	Application/ Interview
5	Experience of working pro-actively and sensitively with senior stakeholders (Chair, Board members) requiring excellent interpersonal skills to be able to support and gain the confidence of trustees and managers	Application/ Interview
6	Excellent project management skills, experience and confidence to lead on the arrangements for high profile meetings.	Application/ Interview
7	Experience of developing accurate electronic record systems, capable of information retrieval, analysis and dissemination to relevant parties	Application/ Interview
8	Demonstrable experience of applying effective problem-solving techniques, thinking ahead to manage issues effectively	Application/ Interview
9	Substantial experience of effectively managing a varied and demanding workload and complex projects to deadlines.	Application/ Interview
10	Ability to quickly understand complex ideas and deliver high quality reports and analysis	Application/ Interview
11	Excellent communication and inter-personal skills to be able to support and gain the confidence of trustees and senior managers, a proven ability to demonstrate discretion and diplomacy at all times.	Application/ Interview
12	Able to work effectively as part of a team, managing your time effectively including when working under pressure	Interview

13	Excellent organisation skills with good attention to detail and ability to quickly understand complex ideas	Application/ Interview
14	Strong MS Office 365 skills (Outlook, Word and PowerPoint in particular) with enthusiasm and ability to make best use of the organisation's technology to facilitate good governance.	Application/ Interview
15	Undertake national travel to work at our London/ Chesterfield offices for collaborating with colleagues, attending Board and Committee meetings, facilitating trustee/committee members interviews, CPD and conferences, sometimes involving occasional overnight stays.	Interview

Desirable requirements

Requirement	Evaluation Stage	
1	An understanding of diversity and inclusion and inspiring inclusivity and best practice.	Application/ Interview
2	An understanding of safeguarding and risk.	Application/ Interview
	An interest and commitment to improving the lives of individuals with arthritis and musculoskeletal or other long-term health issues.	

Values and behaviours

Our values and behaviours framework underpins our daily working lives at Versus Arthritis. Its primarily for employees, volunteers and trustees and describes the expectations we have of each other, and our individual and collective commitment to the organisation.

Our values and behaviours directly support our brand identity and our customer experience principles. Even though the language may not be exactly the same, the principles and ideas are all consistent with our purpose and identity as Versus Arthritis.

- We value our contribution to a truly **inclusive** and **flexible** organisation, that prioritises people's **health and wellbeing**.
- We value **learning** to increase our impact for people affected by arthritis.
- We value being **accountable** for our actions and have **high expectations** of each other.
- We value **persevering** with challenges when we know **it's the right thing to do**.