

# Role Profile

**Role title:** Senior Governance Officer

**Reports to:** Head of Governance

**Job purpose:**

1. To develop and provide effective governance services aligned with the organisation's Governance Framework enabling the Board and delegated committees to effectively set and have oversight of the strategic direction of the association; ensuring organisational compliance and volunteer engagement.
2. To be responsible for actioning and maintaining all BACP's legal, compliance, governance, risk management, internal audit, data protection and company secretarial needs.

**Financial:** 0

**Staff:** 3

**Other:** 200+ volunteers (members and public)

**Principal accountabilities:**

1. Assist in developing and implementing a Governance Framework enabling the efficient and effective delivery of organisational strategy.
2. To provide company secretarial and governance support to the organisation and its subsidiaries.
3. Manage the efficient running of the organisation's governance structure. Working with the Chair, Trustees and Committees to shape and manage agendas (and associated documentation) ensuring effective governance of committee activities and that good governance principles are adopted throughout the organisation.
4. To ensure all Boards, Committees and sub-committee meetings are managed and serviced to a very high standard ensuring board packs are organised, agendas proactively prepared, and reports requested, formatted and collated efficiently and effectively in a timely manner.

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5. To be responsible for ensuring governance policies/processes and advice given to the Chair, trustees and Committees is up to date, accurate and compliant in relation to Charity Law, Company Law, the Charity Commission guidance, the Association's Articles of Association and Standing Orders.
6. Direct and control day to day governance activities to ensure compliant operation which will maximise the effectiveness of the Association's Board, Committees, and groups and adherence to governance policies and procedures.
7. To lead a team of Governance Officers to ensure they are supported, developed and motivated to deliver operational excellence across BACP. This is inclusive of reviews and team development.
8. Recruit, motivate and develop volunteers to ensure engagement and consistently high performance in support of organisational strategy.
9. Develop short and long-term governance plans which will provide for the realisation of the Association's strategic intents.
10. Effectively represent, influence and manage complex internal and external relationships ensuring messages are communicated effectively, enabling effective decision making.
11. To support the management of the GDPR, Subject Access Request (SAR) and Serious Incident Report (SIR) processes within BACP and to manage and support their delivery to ensure internal processes are adhered to.
12. To facilitate governance functions such as board recruitment and inductions to ensure they are managed effectively and efficiently and to deliver a comprehensive range of support activities to the Governance secretariat.
13. To ensure the logistics for the AGM are coordinated including managing the production and publication of the statutory report and accounts and to ensure filings are completed on time at the Charity Commission, Companies House and all statutory establishments overseas.

## **BACP Principal accountabilities:**

- To be a BACP ambassador by upholding and demonstrating our values at every opportunity, through verbal, written and face to face communication.
- Manage and lead employees using a performance management and development process that encourages employee contribution, and includes goal setting together with constructive feedback, such that employees feel valued.

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## Context:

**Operating environment:** Requires a good understanding of governance compliance, its legal framework (Charity Law, Company Law) and its application with the Association's Articles of Association, Standing Orders, and business operations.

**Framework & boundaries:** Highlights areas of risk and identifies areas for development. Works under general guidance where these exist, otherwise free to act within BACP policies and procedures and relevant law and legislation.

Organisation: See org chart

## Relationships:

Direct reports: Governance Officers x3

**Manager:** Monthly 121s and regular team meetings and support and guidance when required

Other contacts: Working closely with the Chair, Board of Governors and volunteers. Requirement to effectively liaise with all BACP departments.

## Knowledge & experience (e=essential, d= desirable):

- Significant experience at a senior level in a governance role(e)
- Experience of leading and developing a team  
Excellent oral and written communications skills - including spelling and grammar (e)
- Significant experience in taking minutes and delivering them to a high standard (e)
- Extensive/demonstrable previous experience/success in delivering a comprehensive and creative Governance Framework within a modern and complex organisation (d)
- Degree and/or recognised professional qualification commensurate with governance/legal activities (e)

## Competencies:

- First-rate organisational skills, ability to deliver to deadlines and with high attention to detail
- Used to working in a confidential environment. Having the emotional intelligence to read a room, work sensitively and respond appropriately to a variety of stakeholders.

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- High level of discretion and confidentiality, demonstrating professional maturity
- Ability to translate complex legal matters into an easily understood format.
- Excellent stakeholder engagement skills with proven experience of influencing and managing relationships with Board and Executive stakeholders
- Self-starter who can use their own initiative, but must also be able to work effectively under direction, and be a flexible team player
- Ability to work to minimum supervision
- Ability to communicate difficult and complex messages to influence a range of stakeholders internally and externally
- Ability to anticipate potential conflict and quickly resolve balancing competing priorities across multiple teams and promoting cross departmental collaboration.
- Experience composing and producing well-articulated presentations, briefs and business cases using appropriate tools
- Ability to focus on results and outcomes based on clearly articulated KPIs
- Excellent management skills with a track record of successful people and team management
- Excellent interpersonal skills, with ability to implement and maintain effective relationships with people at all levels in a wide range of organisations.
- Excellent planning and organisational skills.
- Excellent ambassador for the Association. Required to attend offsite meetings so travel/overnight stays/weekend are a feature of this role.

## **Job challenge:**

Effective servicing of the Board and familiarity with the governance, legal framework and governing instruments of the Association to minimise governance compliance risks

Enable the Board and delegates committees to function effectively, setting and monitoring strategy whilst ensuring frameworks are adhered to minimising governance compliance risks.