

# Role Profile

**Role title:** Charity Governance Manager

**Reports to:** Head of Operations

**Job purpose:** To develop and implement an effective 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.

**Financial:** Budgets totalling £15,000

**Staff:** 2

**Other:** In excess of 200 volunteers

## **Principal accountabilities:**

1. To be responsible for development and implement a Governance Framework enabling the efficient and effective delivery of organisational strategy.
2. 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.
3. 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 Code, the Association's Articles of Association and Standing Orders.
4. Recruit, motivate and develop volunteers to ensure engagement and consistently high performance in support of organisational strategy.
5. Manage the day to day running of the Governance Team, with the ability to identify and act upon challenges, quality assurance and risks, enabling the service offered to evolve, improve and remain fit for purpose.
6. Effectively represent, influence and manage complex internal and external relationships ensuring messages are communicated effectively, enabling effective decision making.

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7. To oversee and manage 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 too.

## **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.

## **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:	Monthly 1-2-1s and weekly team meetings with direct reports.
Manager:	Monthly 121s and regular team meetings.
Other contacts:	Working closely with the Chair, Board of Governors and volunteers. Requirement to effectively liaise with all BACP departments.

## **Knowledge & experience:**

- Extensive/demonstrable previous experience/success in delivering a comprehensive and creative Governance Framework within a modern and complex organisation
- Degree and/or recognised professional qualification commensurate with governance/legal activities

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- 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.
- 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
- 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 planning and organisational skills.

## Additional information

- Clerks Board of Governors' meetings.
- Required to attend offsite meetings so travel/overnight stays/weekend are a feature of this role.

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