

Corporate Governance Manager (0.6 FTE)

Summary of role:

An opportunity has arisen for a Corporate Governance Manager to join the Trust.

The Armed Forces Covenant Fund Trust is a grant making charity whose mission is to fund projects that support the delivery of the Nation's Covenant promise to our Armed Forces, Veterans and their families. To find out more about our work and the organisation, please visit our website [Armed Forces Covenant Fund Trust](#).

The Role

This is a 0.6 FTE role.

Your focus will be the governance function of the Trust - we have a very busy environment with up to six Board meetings per year as well as a number of active sub committees. As both a registered charity and a government Non-Departmental Public Body (NDPB) we require rigorous compliance with both charity and public sector regulations. Accurate record keeping is at the heart of this, and you will relish the task of writing clear, precise minutes for this purpose.

You will lead on the preparation, collation and distribution of papers for Board and Sub-Committees, ensuring deadlines are met, as well as supporting the CEO and other action owners with oversight of the completion of matters arising. You will liaise with the Chair of the Board and Trustees, acting as their main point of contact on general matters, and manage their invitations to events.

You will also contribute to the wider governance of the Trust by managing our training logs, policies, and GDPR processes.

Person specification

You will have experience of Board governance in a busy environment in either the public, private or charity sectors. You will have a deep understanding of governance and compliance, relevant legislation and the importance of accuracy in recordkeeping. While you may not currently be an expert in charity governance, you will be willing to develop specialist skills in this area.

You will have a high level of competency on MS Teams, Zoom, Adobe and Microsoft Outlook, as well as familiarity with the applications within the Office 365 suite. As a remote working organisation, we use a mix of these for all our internal and external communications, and the ability to work independently, proactively and autonomously is essential.

Some personal knowledge or experience of the armed services community would be an advantage but is not specifically required for this role.

This is a home working role and applicants will be expected to be able to confirm that they are able to work in this way (IT and any essential equipment will be provided). Attendance at occasional meetings or awaydays will be expected – these could be in London or

elsewhere in the UK. The Trust welcomes applications from across the UK but is unfortunately not currently able to accept applications from candidates based overseas.

Salary: £35-45k FTE dependent on experience.

How to apply: applications should take the form of a letter (no more than two pages of A4) providing evidence of how you meet the person specification and a CV.

Applications should be submitted via our recruitment portal at <https://system.citrushr.com/Job?uid=nyejnkvnfwhbnbeiqwl> by **5pm on 12th April**. It is anticipated that shortlisted applicants will be invited to interview in w/c 15 April 2024. All dates are at the discretion of the hiring manager.

We recognise that we're a predominantly white workforce and are genuinely committed to encouraging applications from diverse communities in order to improve the service we provide. We're not just searching for skills but also how a candidate could uphold our values and enhance our culture, therefore, even if you don't think you meet all the skills criteria listed in our job descriptions, we'd still like to hear from you.

Job Description

Main Duties:

Governance

1. Lead on the preparation, collation and distribution of papers for Board and Sub-Committees (approx. 16-20 per year), ensuring deadlines are met and all paperwork is managed to the highest standards and in line with public sector best practice.
2. Prepare agendas and papers for meetings in liaison with relevant senior staff
3. Take accurate and concise minutes for all Board and Sub Committee meetings.
4. Own the action logs for all Committees and Board, ensuring these are kept up to date and Support the CEO and other action owners with oversight of the completion of matters arising.
5. Set and maintain the annual meeting calendar for all Board and Sub Committee meetings.
6. Ensure all records and papers are retained and filed in accordance with good governance.
7. Liaise with the Chair and Trustees, acting as their main point of contact, on general matters, and manage their invitations to events.
8. Responsible for managing the conflict-of-interest process, ensuring that all conflicts identified are reported, discussed and actioned appropriately.
9. Ensure that Internal Audit Findings are tracked and progressed within agreed timeframes. Track and record staff attendance to mandatory training and adherence to policy through maintenance of the training log.
10. Ensure that all policies are kept up to date and reviewed within required timelines.
11. Ensure that the Trust remains compliant with GDPR including managing the Trust's Record of Processing Activities, maintaining the Trust's log of breach incidents, arranging data protection training for staff and any additional areas requested by the Trust's Data Protection Officer

General

1. Undertake any other duties in support of the Trust's business as may be reasonably required.

Person specification

Essential:

1. Self-motivated and able to work independently from home.
2. Proven track record of success in managing formal committee meetings involving the decision-making processes in a busy governance environment.
3. Co-operative, a strong team player and able to take an overview of the needs of the whole organisation.
4. Hardworking, with a high standard of integrity and professionalism.
5. Excellent interpersonal skills, able to engage with people from a variety of backgrounds, in person and via MS Teams/Zoom.
6. High level of competency in Office 365, Outlook, Zoom, MS Teams, Adobe.
7. Strong attention to detail, accurate with a methodical approach to work.
8. Well-organised and able to prioritise and manage a varied workload, and work to deadlines.
9. Able to write clearly and with excellent minute taking skills.
10. Strong analytical skills and confident working with and using numbers and statistics.
11. An interest in the Trust's work and the wider military charitable sector.
12. Evidence of ability to interpret and apply relevant legislation.

Desirable:

1. Experience of working for a charity or in the public sector.
2. Understanding of Charity Board governance.
3. Understanding of good practices in data protection