



GOVERNANCE AND COMPLIANCE MANAGER JOB DESCRIPTION AND PERSON SPECIFICATION

JOB DESCRIPTION

Reports to: Chief Executive

Location: London (with regular travel to Creative Education Trust schools throughout England)

Salary: c£45k (dependent on experience)

Contract type: full time, permanent

Job purpose

The postholder will be the lead in the Trust for ensuring high standards of governance including the smooth and efficient administration of the Trust Board and its Committees, as well as advising the Chair of the Board on governance process and practice. They will oversee compliance with regulatory and legislative requirements, ensure the Board's decisions are acted upon, and are in accordance with the Memorandum and Articles of Association.

Key responsibilities and accountabilities

- To support the efficient and effective operation of the Creative Education Trust Board and its Committees, ensuring that Board business continues to drive the successful delivery of the Trust's strategic objectives
 - To organise in conjunction with the Chair and the Chief Executive the annual programme of meetings of the Board and its Committees to facilitate efficient conduct of business and decision making.
 - Attend all Board meetings and Committee meetings, acting as secretary to the Board of Directors and all its Committees including the Risk and Audit Committee, Education Advisory Board etc.
 - Responsible for ensuring appropriate meeting preparation and arrangements, agenda setting, Board reporting, and ensuring actions are followed up accordingly.
 - Take minutes of meetings and write final copies of minutes for approval, ensuring that these accurately reflect key points of discussion and the decisions made, and that decisions are notified to all those who need to take follow up action (or others who may need to be aware of the decision and its implications).
 - Ensure that items are appropriately carried forward from previous meetings and across appropriate committees.
 - Provision of strategic governance and policy advice to the Board Chair and other Directors as well as being the first point of contact on Board business.



- To lead on maintaining robust corporate governance across Creative Education Trust, including ensuring that the Trust continues to meet its regulatory and statutory reporting obligations
 - Advising the Chair, Chief Executive and other Trustees and Directors on key matters of regulatory and statutory importance
 - Ensuring statutory compliance including filings with Companies House, the Charity Commission, the Department for Education, and the Education and Skills Funding Agency
 - Ensuring that Board decisions are made and implemented in accordance with the Memorandum of Understanding and Articles of Association, as well as Creative Education Trust operational procedure.
 - Working closely with the Executive Board to maintain currency of format, content and drafting of all statutory reports and annual reviews.
 - Ensuring an appropriate skills mix at Board level through maintaining Board membership, and managing new appointments and their induction.
 - Keep track of committee membership, terms of office of members and upcoming vacancies, and so anticipating where appointments need to be made; assisting in the process for identifying prospective new members.
 - Manage the re-appointment and retirement process of Board members in accordance with the Articles of Association.
 - Work in conjunction with Creative Education Trust's legal advisers to ensure all other regulatory obligations continue to be fulfilled.

- To enable all layers of governance to function as an effective and coherent whole
 - Ensure a high standard of local clerking arrangements, standardising good practice and identifying where local interventions are necessary.
 - Manage the recruitment, induction and training programme for local clerks.
 - Quality assure Rapid Improvement Board and Academy Council minutes and reports.
 - Oversee the linkages between the various layers of Creative Education Trust governance – Academy Council, Rapid Improvement Board, and Trustee – so that information flows efficiently both ways.
 - Managing regular strategic events and training for Trustees, Principals, and local Chairs
 - Build proactive and productive working relationships with Principals and local chairs, acting as troubleshooter for any governance issues across all academies
 - Manage recruitment process for Academy Council Members, Rapid Improvement Board members and Trustees.

- To work collaboratively with other key Creative Education Trust functions so that governance within the Trust supports and enables the delivery of Creative Education Trust's strategic objectives
 - Support due diligence activity of new academies potentially joining Creative Education Trust by preparing the schools' current governing body for conversion/transfer
 - Lead on co-ordination of policies across Creative Education Trust, including defining which sit at school and Trust-level, and driving the production and updating of central Trust policies
 - Ensure school website compliance.

- To act as Company Secretary ensuring that the Trust complies with company and charity law.



- Ensure the Trust complies with company and charity law.
 - Ensure the timely and accurate filing of documentation to Companies House.
 - Submit the Annual Confirmation Statement to Companies House.
 - Maintain the register of people with significant control at Companies House.
 - Maintain the Company's registered office.
 - Ensure the Company's legal documents are kept securely.
 - Maintain the register of Business Interests.
- **To act as Data Protection Officer for the Trust**
 - Processing requests received under information compliance legislation (primarily subject access requests and FOI/EIR requests).
 - Responding to data security incidents within strict timeframes, in consultation with schools affected and, where appropriate, other key stakeholders, and maintaining internal records.
 - Monitoring changes in the regulatory environment (for example, legislative changes, case law, action taken by the ICO, ICO guidance and codes of practice, identifying best practice from across the HE sector and keeping expert colleagues and relevant stakeholders up to date.
 - Drafting and reviewing policies, procedures and guidance.
 - Playing a crucial role managing the implementation of any regulatory changes. This will involve working closely with schools to undertake readiness assessments and develop and implement improvement programmes.
 - Developing an understanding and awareness of information compliance requirements across the Trust, for example, by delivering appropriate educational and training sessions (such as workshops and seminars) and teaching materials (including web-based) to ensure that sections and departments are aware of their responsibilities.
 - Ensuring ongoing compliance, including: the provision of specialist advice to colleagues across the Trust, audit and project work (for example, to assess whether, and how, improvements might be made and privacy impact assessments).
 - Maintaining the Trust's Publication Scheme.
 - Liaising with the Information Commissioner's Office (ICO) on a day to day basis. For example, this may be in the context of data security breaches, complaints or the registration process.
 - Liaising with external advisors (such as external counsel and consultancy firms).
 - Overseeing the maintenance of lists and/or databases used by the team to track requests, monitor compliance, locate precedents or keep abreast of external developments and generate management reports (identifying trends) as required.
 - Supporting any other appropriate compliance work across the Trust.
 - To co-ordinate responses to parental and other complaints, ensuring timely outcomes to issues.

The job description is a general outline of the job duties and responsibilities and may be amended as Creative Education Trust develops and the role and team grows. The post holder may be required to undertake other duties as may reasonably be required from time to time.



PERSON SPECIFICATION

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Graduate or equivalent experience 	<ul style="list-style-type: none"> ICSA or legal training
Experience	<ul style="list-style-type: none"> Experience of supporting and advising Boards and their senior committees, with direct corporate governance experience Experience of identifying and mainstreaming organisational best practice, whilst also troubleshooting areas of weakness Experience of handling confidential and sensitive matters and situations with tact, diplomacy and confidentiality 	<ul style="list-style-type: none"> Proven experience of leading on governance within a dynamic, multifunctional organisation, collaborating successfully with other functions to deliver on the organisation's strategic objectives
Knowledge and understanding	<ul style="list-style-type: none"> Knowledge and understanding of the law (e.g. in relation to charities, companies, trusteeship, data protection, etc) An up-to-date understanding of good practice in corporate governance, including an understanding of the relationship between the Executive and Non-Executive 	<ul style="list-style-type: none"> Thorough knowledge of governance in the education sector, including latest MAT best practice, plus DfE and ESFA requirements
Skills and personal attributes	<ul style="list-style-type: none"> Proven ability to quickly gain credibility and influence senior colleagues, including being persuasive and pushing back where necessary Ability to convey complex information with clarity, including writing concise and effective Board papers Excellent organisation and planning capability, managing multiple cyclical priorities alongside longer-term projects. 	



	<ul style="list-style-type: none">• Strong interpersonal skills and communication skills coupled with the ability to act diplomatically and with tact• Resilient, with the ability to deliver a complex and demanding workload alongside colleagues across disparate geographical locations.• Advanced user of Microsoft Office including Word, Excel and Powerpoint	
Equal opportunities and safeguarding	<ul style="list-style-type: none">• A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity	
Other requirements		

Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.