

Governance Advisor

Role requirement

Attend Board meetings to advise on governance matters, so as to facilitate appropriate decision making

Promotes transparency of decision making while protecting commercial confidentiality and individual privacy

Advise the board on governance risk

Support the Board and EMT in ensuring a good governance approach to meetings management and related activities; agendas, papers, meetings' conduct, minutes

Produce clear and robust minutes for meetings of the Board and the Appointments and Remuneration Committee (ARC), providing advice to those supporting other Committees and Board advisory groups when needed

Act as a source of guidance to the board and others on issues of governance, compliance and good practice affecting the charity

Working with the EMT and ARC to review the Board election process and the Board, Committees and advisory group governance roles recruitment process. Making recommendations to ARC and to the Board for improvements.

Co-ordinate the review and updating of the Board skills matrix

Support the ARC panel interview process for governance role holders

Ensure compliance with the governing documents

Ensure appropriate board policies are in place and are complied with, and are reviewed in timely manner

- reappointments policy
- governance role holders expense policy
- redaction policy

Ensures compliance with the charity governance standards, including the charity governance code

Lead the annual induction process for new governance role post holders.

Support the Chair and the Deputy Chair to ensure that the Board's agreed approach to governance post holder reviews is effectively implemented

Lead on ensuring training needs identified for governance role post holders is delivered by an appropriate trainer

Develop, maintain and deliver a corporate calendar to ensure the board reviewed key aspects of the charity's governance in a timely manner

Lead on internal board reviews

Creates and delivers a governance action plan

Ensures that the risk and audit committee reviews the effectiveness of whistleblowing/speak up policy

Ensures that themes of complaints received from staff or members or other stakeholders are presented to the Board

Maintain registers of members of the board, trustee declarations of interests, hospitality and gifts records, persons with significant control and any other relevant register

AGM

Advise on procedures for the AGM notifications, papers and meeting

Person requirement

Member of the CGI or equivalent or demonstrates qualified by experience

Recent relevant experience including other boards and governance roles

Strong, strategic, commercial and regulatory knowledge and understanding

Able to analyse complex information and present written and oral information in a clear and concise manner

Broad experience of governance matters, risks and risk management

Experience of other boards and sectors, and ability to share good practice

Experience of board and committee minute taking

Understanding of where core governance principles and law comes from and their relevance to CIEH and, ability to explain to the Board or any other interested party. mission, company law, etc Keeping up to date on all governance matters likely to impact the charity and its ability to deliver its objects

Experience of election and recruitment processes, with particular knowledge of how equality, diversity and inclusion can be embedded into the process

Experience of Board skills matrices

Attention to detail

Recent relevant experience of governance policy oversight

Knowledge of the charity governance code, and practical experience of its application

Knowledge of trustees legal duties

Knowledge of trustee appraisals

Experience of developing and conducting board review programmes

Attend the AGM and advise on any points of procedure

Fitness to Practice

Support the Director of Membership and Professional Development in fitness to practice cases, providing support on interpretation of the rules and other policy and practical matters up to the point of the listing of a case for hearing

Act as hearing co-ordinator to fitness to practice panels offering advice about rules and CEO guidance, providing independent assistance to unrepresented members present at a hearing and producing draft determinations for agreement by the panel.

Experience of fitness to practice hearings

Experience of fitness to practice policy setting

Experience of reputational risk management

Experience of communications with members party to any such hearing

Meticulous organisation skills, attention to detail, able to prioritise

Strong influencing skills

Very high levels of integrity

Tactful, diplomatic and proactive

Proficient in MS office and sharepoint

Team worker

Flexible with hours worked and timings