JOB DESCRIPTION



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| POST | GOVERNANCE & COMPLIANCE OFFICER |
| TERM OF POST | PERMANENT |
| SALARY AND CONDITIONS | £12.16 per hour |
| HOURS | 60 hours per month (flexible, including some evening work) |
| LINE MANAGER | CHIEF EXECUTIVE OFFICER |
| JOB LOCATION | HEAD OFFICE BASE (with some travel within Preston for meetings)  |
| APPROVED | 20/07/2018 |

THE PURPOSE OF THE POST:

Methodist Action (North West) Ltd is an award winning charity whose overarching vision is to provide those in need with access to safe, secure and sustainable places to live and thrive. We are committed through direct action and partnerships, to provide relevant and high-quality services to support people in the North West who are homeless, or at risk of becoming homeless - giving them opportunities to develop their full potential.

Our services broadly cover the creation of homes, accommodation provision, support and tenant & community engagement delivered across Lancashire.

KEY FUNCTION

This is a new role within the Charity’s Head Office Team, to support the CEO and provide assurance to Trustees that the Charity meets its governance & compliance responsibilities to its Members, Companies House & Charity Commission, ensuring best practice at all times.

MAIN DUTIES:

GOVERNANCE

1. Minute-taking and preparation of accurate, formal records, actions & decisions for all the Charity’s Governance Committees, including –
	1. Board of Trustees,
	2. Finance Assurance Committee,
	3. Quality & Performance Assurance Committee,
	4. Charity’s Annual General Meeting;
	5. and Trustee Away Days, together with any ad hoc Trustee meetings as required.
	6. Confidential and sensitive meetings including disciplinary hearings.
2. Preparation (where required) and paperwork distribution before and after these meetings.
3. Where requested by the CEO, communicating with external partners & stakeholders in relation to the Charity’s governance responsibilities, such as the AGM.

COMPLIANCE

1. Undertaking the annual review of the Trustees’ Handbook (in collaboration with the CEO).
2. Maintaining the register and records of all the Charity’s Trustees & Members.
3. Undertaking annual filing and review of details to ensure compliance with all Companies House and Charity Commission requirements.

DATA PROTECTION

1. Providing the lead role in coordinating and ensuring that the Charity meets its obligations under the General Data Protection Act as Data Controller.

QUALITY CONTROL

1. Providing an independent support to Service Managers in regards to quality control & standards such as internal auditing of operational systems, process and procedures.
2. Providing support to CEO and Managers in ensuring all Policies are regularly reviewed and updated.

Please note: it is the nature of this role, that there may be a requirement within the stated hours for some limited evening work such as attending/minuting Board or similar meetings; together with some additional hours from time to time if required for a specific task,

ADDITIONAL DUTIES

It is in the nature of the work of Methodist Action (North West) Ltd that tasks and responsibilities are, in many circumstances, unpredictable and varied. We therefore work in a flexible way when the occasion arises, as required, and when tasks not specifically covered in our job descriptions have to be undertaken. Such additional duties would normally be to cover unforeseen circumstances or changes in work and would normally be compatible with the regular type of work. If the additional responsibility or task becomes a regular or frequent part of work, it will be included in the job description in consultation with the relevant team.

Employees will undertake other duties which may be required from time to time by the CEO particularly resulting from membership of a Management Team.

CONFIDENTIALITY

It is expected that all Methodist Action (North West) employees will understand that our work is confidential and that personal details must not be divulged to members of the public. We would like to extend this same confidentiality to our service users by all individuals who attend interviews and advise that this also remains the case post termination of employment in order to maintain integrity for our service users and Charity. Requests for comment by media re referred for answering to our CEO.

VALUES AND PRACTICE PRINCIPLES

The person who holds this position is expected to be familiar with and have regard to the Statement of Values and the Principles of Practice of Methodist Action (North West) Ltd and work within that framework. He or she must be prepared to operate within the ethos of the charity and ensure that people of all denominations and faiths have their spiritual needs respected.

QUALIFICATIONS AND EXPERIENCE

The person appointed to this position will satisfy the criteria identified in the Person Specification.

PERSON SPECIFICATION

GOVERNANCE & COMPLIANCE OFFICER

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| --- | --- | --- | --- |
| CRITERIA | ESSENTIAL | DESIRABLE | METHOD OF ASSESSMENT |
| Qualifications |  |  |  |
| 1. Maths & English GCSE A\*- B (or equivalent)
 | x |  | Application form & Certificates |
| 1. Higher level professional qualification to suit the role (e.g. Business Administration, Institute of Company Secretaries or equivalent)
 | x |  | Application form & Certificates |
| Experience  |  |  |  |
| 1. Minimum 5 years’ experience providing administrative support, preferably within the charitable or third sector
 | x |  | Application form & interview |
| 1. Minimum 5 years’ charity governance experience or equivalent
 | x |  | Application form & interview |
| 1. Experience of servicing formal and informal meetings including minute taking, meeting facilitation and organisation
 | x |  | Application form & interview |
| 1. Experience of data protection processes and procedures
 | x |  | Application form & interview |
| Knowledge |  |  |  |
| 1. ICT literate
 | x |  | Application form & interview |
| 1. Sound understanding of quality control systems
 | x |  | Application form & interview |
| 1. Understanding of the housing, health, welfare and social care environment
 |  | x | Application form & interview |
| Skills and Abilities |  |  |  |
| 1. Sound interpersonal and communication skills (verbal and written)
 | x |  | Application form & interview |
| 1. Ability to prioritise, plan, review and evaluate workload of self and others
 | x |  | Application form & interview |
| 1. Capability to work under pressure and meet deadlines
 | x |  | Application form & Interview |
| 1. Attention to detail and grammatical accuracy
 | x |  | Application form & Interview |
| 1. Evidence of personal or professional development
 | x |  | Application form, certificates & interview |
| Personal attributes |  |  |  |
| Empathy and commitment to the work and Christian values of Methodist Action. | x |  | Interview |
| Integrity, discretion, honesty and a strong commitment to ethics in all actions and decision-making. | x |  | Interview |
| 1. The post may be subject to a satisfactory Enhanced Disclosure
 |  | x | DBS check |