

**Thames Life Governance Manager**

**Role Description**

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| **Grade/Salary:** | £33,324.00 pro rata |
| **Hours:** | 14 - 21 hours a week (04 - 0.6 FTE) with possible evening and weekend working. (hours negotiable) |
| **Responsible to:** | Matt Scott (CEO) |
| **Employer** | Thames Life CIO [www.twcp.org.uk](http://www.twcp.org.uk)07827 258411 / 020 3946 5888.  |
| **Contract** | Contract to April 2024 with expectation of renewal  |

**Purpose**

At Thames Life, formerly known as Thames Ward Community Project we believe that long term sustainable change is only possible when it is defined and led by local people, who initiate their own agenda and build it from within the local community.

Our vision is of a ‘diverse and vibrant community where residents are driving change’ and our mission is to ‘create positive spaces and opportunities for resident empowerment and wellbeing’. Our aims are to ‘develop leaders, nurture relationships, exert influence and support enterprise’ to achieve our vison and mission. We have established a charity which is led by resident trustees and fulfils the role of a Community Development Trust to develop this work.

The Governance Manager will play an integral part in the day to day running of Thames Life. Working closely with the CEO and co-chairs of the Trustee Board, they will act as a source of governance advice and manage all aspects of Trustee Board and other committee meetings as required. The Governance Manager will also support the internal operations of the charity including confidential HR matters and compliance with relevant charity legislation.

**Main responsibilities**

**Policies**

You will be responsible for drafting and reviewing all policies and communicating key content to staff, trustees and volunteers.

**Health and Safety**

You will be responsible for ensuring our Health and Safety Policy is fully implemented, deliver health and safety training as required and conduct risk assessments.

**Safeguarding**

You will be responsible for ensuring our Safeguarding Policy is fully implemented and you will oversee DBS check for new staff, volunteers and trustees.

**Equality and Diversity Policies**

You will be responsible for ensuring our Equality and Diversity Policy is fully implemented and for monitoring the diversity of our staff and volunteers.

**Insurance**

You will ensure appropriate insurance measures are in place and up to date.

**Charity Compliance**

You will ensure that the details of the charity and CIC are kept up to date and that all returns are submitted on time to regulators and meet full legal requirements.

**Supporting Trustees**

You will organise regular training and support for trustees to ensure they are confident in their understanding of their roles and responsibilities.

**Organisation of meetings**

You will ensure all trustee board meetings, executive meetings, founders and guardians meetings, occasional senior stakeholder meetings with council (LBBD) and developer (BRL), and work groups are well organised and attended, with agendas going out 1-2 weeks ahead of time.

**Meeting minutes and agendas**

You will capture accurate minutes of all trustee board meetings, executive meetings, occasional senior stakeholder meetings with council (LBBD) and developer (BRL) and work groups, including concise summaries of agreed actions and minutes are completed within 3-5 working days after each meeting.

**Impact measurement and management**

You will lead on the initiation of a new impact, monitoring, evaluation and learning strategy and the setting up of systems to capture impact across our stated aims: leadership, relationships, influence and enterprise

**Staff and Volunteer Recruitment and Management**

* You will oversee all recruitment processes, including the writing of job descriptions and person specifications. You will also advise on market levels of renumeration. You will ensure all data collected during recruitment is stored securely.
* You will lead on staff personal development plans, including access to training and wellbeing plans.
* You will support line managers and trustees in setting individual and shared workplans, supervision, coaching and mentoring.
* You will also support with recruitment and processes to manage volunteers.
* You will ensure the staff organogram is kept up to date.

**Finance**

* You will ensure monthly management accounts are completed and shared with staff and trustees.
* You will oversee payroll processes and petty cash payments.
* You will update and develop financial control processes including advising on banking, bank signatories and retaining an overview of all income and expenditure.

**Person Specification**

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|  | **Essential** | **Desirable** |
| **Experience and knowledge** |  |  |
| Experiencing co-ordinating meetings with senior stakeholders | **X** |  |
| Experience of creating agendas with senior staff and capturing succinct minutes.  | **X** |  |
| Experience of working with senior people to support them in decision-making, or the ability to learn quickly. | **X** |  |
| Understanding of the role of safeguarding in a charity environment. | **X** |  |
| Understanding of the health and safety obligations for charities.  | **X** |  |
| Experience of working with charity trustees.  | **X** |  |
| Experience of developing recruitment processes.  | **X** |  |
| Experience of developing staff management processes (appraisals, workplans etc) | **X** |  |
| Experience and understanding of impact measurement  | **X** |  |
| Understanding of the importance of equality and diversity policies in a charity environment.  | **X** |  |
| Experience recruiting and working with volunteers. | **X** |  |
| Experience of managing day to finance and of using accounting software packages (QuickBooks).  | **X** |  |
| Experience of managing payroll. | **X** |  |
| Experience of managing management accounts. | **X** |  |
| Understanding of compliance required for small charities. |  | **X** |
| **Skills and abilities** |  |  |
| Excellent communication skills: Able to communicate effectively with a broad range of people, including senior staff and trustees. Excellent written skills and ability to synthesise key points in complex matters.  | **X** |  |
| Ability to multi-task and manage your time effectively in tight timescales.  | **X** |  |
| Ability to maintain confidentiality at all times and ensure that confidential data is handled in a sensitive manner. | **X** |  |
| Excellent IT skills, incl. good working knowledge of Word, Excel, social media and other multi-media formats. | **X** |  |

**Safeguarding statement**

Thames Life is committed to safeguarding and protecting the welfare of all including children and vulnerable adults, and as such all appointments are subject to an enhanced DBS check.

Appointments are also subject to satisfactory references/medical clearance.