

### **Governance Manager**

<b>Responsible to:</b>	Chief Executive Officer
<b>Location / Hours:</b>	Permanent based in Birmingham (hybrid). 3 days per week. 20-25 hours per week. Negotiable.
<b>Salary</b>	Circa £35,000 (FTE) dependent on hours and experience.

<b>The LionHeart values are</b>	Compassion Flexibility Professionalism Integrity
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We expect staff to show due regard for these values when performing their duties and representing LionHeart and to bear these values in mind when making decisions at work.

The Governance Manager will play a key role in supporting management and the board to follow good governance practices and statutory compliance.

This role is responsible for ensuring that LionHeart meets all statutory responsibilities by fulfilling governance requirements. This includes overseeing the maintenance of the charity's policies and delivery of the cycle of board and sub-committee meetings. In 2026-27 we envisage this role leading a periodic charity-wide governance review.

### **Key Responsibilities**

#### **1. Manage governance systems and processes**

- Manage or create systems to ensure efficient governance processes.
- Manage statutory records of trustees and ensure all associated documentation remains up to date.
- Schedule and administer meetings of the Board of Trustees, its subcommittees and working groups. Generate and manage agendas, actions lists and minutes.

#### **2. Provide support and administration for effective governance**

- Support all LionHeart employees in reporting to board, sub-committee, subgroup and similar meetings.
- Manage the policy review process to ensure that all policies are compliant with legislation and ensure appropriate review and approval in line with the Scheme

of Delegation. Maintain a forward schedule for rolling policy review, ensuring input from subject matter experts, review by SLT and then clearance through the appropriate committee and/or board, managed as appropriate through successive agile sprints.

- Ensure all organisational procedures for good governance, including the Trustees Handbook, are up to date with changes in legislation and best practice.
- Utilise the CRM system to maintain governance records and develop the system to improve record keeping and ensure statutory and organisational requirements are met.
- Ensure statutory returns are filed appropriately and in time and that information is up to date at Companies House and the Charity Commission.
- Advise the Board on good governance.

### **3. Provide administration and support for Board recruitment**

- Support the process for succession planning for all board and committee roles to ensure strong and effective trustee leadership for the charity.
- Liaise with HR & Office Administrator to administer trustee recruitment and induction and ensure recruitment good practice is followed.

### **General**

- Maintain and improve competencies through continuous professional development.
- Support and promote diversity, inclusion, and equality of opportunity in the workplace.
- To be flexible in working evenings and weekends in order to attend events on behalf of LionHeart.

From time to time you may be asked to include new areas of work in your role or provide cover for other responsibilities. These will be commensurate with your existing role.

**PERSON SPECIFICATION**

**Governance Manager**

**All elements of the person specification are essential unless otherwise indicated**

<b>Qualifications</b>	
Degree level qualification or equivalent.	Desirable
<b>Experience</b>	
Experience of managing governance in a not-for-profit organisation.	Essential
Experience of producing board papers and capturing minutes.	Essential
Knowledge of charity governance requirements.	Essential
Experience of working with trustees, board members, other volunteers and building effective relationships.	Essential
Experience of using a CRM (customer relationship management) database.	Desirable
Experience as a Company Secretary.	Desirable
Experience of strategy management through the Agile method.	Desirable
<b>Skills and abilities</b>	
Organised and able to prioritise workload.	Essential
Excellent written and verbal communication skills.	Essential
Excellent interpersonal and communication skills.	Essential
Attention to detail and a thorough approach.	Essential
The ability to act with discretion, maintain confidentiality and understand the nature of sensitive information.	Essential
Ability to initiate and progress change in governance processes and seek ongoing innovation.	Desirable
High level of IT proficiency including Microsoft 365 (including MS Teams).	Essential
Knowledge of audit and investment matters.	Desirable
<b>Other attributes</b>	

An open and positive approach to sharing information and empowering others.	Essential
Articulate	Essential
Calm under pressure	Essential
Reliable and enthusiastic team member	Essential
Commitment to LionHeart's charitable objectives and empathy with the people we help.	Essential

**Other requirements:**

- Flexibility as some meetings or events will be outside of the flexi system hours of 8am – 6pm Monday to Friday.
- Demonstrate a commitment to and awareness of equal opportunities and promote equality, diversity and inclusion in the workplace.