



# JOB DESCRIPTION.

<b>JOB TITLE</b>	<b>Governance Manager</b>
<b>REPORTS TO</b>	<b>Head of Strategic Projects</b>
<b>DIRECT REPORTS</b>	<b>None, but will have access to a Business Support Assistant (to be recruited)</b>
<b>DEPARTMENT</b>	<b>Business Support</b>

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## **BACKGROUND**

We celebrate Shakespeare's transformative impact on the world by conducting a radical theatrical experiment. Inspired and informed by the unique historic playing conditions of two beautiful iconic theatres, our diverse programme of work harnesses the power of performance, cultivates intellectual curiosity and excites learning to make Shakespeare accessible for all.

The Business Support team supports the CEO, CFOO and the rest of the Directorate and Board of Trustees with executive and governance support.

## **PURPOSE OF ROLE**

Working to provide a high-quality Governance and Business Support service to the Chair, Trustees, Board, Committees, Trading Companies, Globe Centres, Council and sub-committees, CEO and Directors ensuring effective governance arrangements are in place. To ensure that the organisation complies with its constitution, and all legal, regulatory and statutory requirements, maintaining compliance with all matters of corporate and charity governance.

This post will have organisational wide impact through managing the day-to-day responsibility for Board Governance and creating and managing the governance framework across the Globe family.

## **PRINCIPAL RESPONSIBILITIES**

- Ensures an effective governance service is provided across the organisation.
- This role will assist in advising the Chair, Board, Board committees, Chief Executive, Chief Finance & Operations Officer and Directors on governance policies, processes and best practice.
- Arrange all Board and Trading Companies meetings, minutes, create and consult on agenda plans.
- Work with other Directorate assistants across the organisation to ensure that best governance practice is being followed and to provide advice and support.
- Provide support between Board and the Wider Leadership.
- Work with CFOO and FD on statutory documents, accounts and audits.
- Oversee Convene and update Board governance library.
- Work closely with Chair, Committee and Trading Companies Chairs and Deputy Chairs as required.
- Provide support to the CFOO in their capacity as Data Protection Officer and Safeguarding Lead.
- Oversees governance compliance and ensures that governance complies with relevant legislation and Charity Commission guidance.

- Develops and manages systems and processes that improve governance awareness and compliance across the organisation. Oversees periodic reviews of governance arrangements.
- Manages, prepares and organises agenda and forward planner creation, ensuring that relevant and high-quality papers are produced and distributed to agreed timescales.
- Produce accurate and concise minutes and actions logs, ensuring follow through into delivery.
- Researches, collates and analyses information and data, taking responsibility for uploading reports and briefing papers received from the Directorate for presentation to the Board, Board committees and sub-committee and Trustee level and ensuring Trustees are kept abreast of latest developments in terms of best practice and legislation.
- Defines improvements to data management including the implementation of technology to modernise data administration.
- Ensuring that all Trustees and sub-committee members receive appropriate induction and training as required and that statutory records of appointments and retirements are kept up to date.
- Attending and minuting meetings of the Board and Trading Companies and its committees and to give guidance on matters of procedure and conduct.
- Maintains sensitive information and records with appropriate confidentiality and in line with GDPR requirements.
- Undertakes other duties and responsibilities as required.

## **PERSON SPECIFICATION**

- Substantial experience operating within a governance role, in an appropriate field, demonstrating a high degree of adaptability and success in evaluating and improving organisational performance.
- Demonstrable experience of effective stakeholder engagement, influencing and communications at all levels of an organisation.
- Experience of working with and supporting senior managers, representing or operating within the delegated authority of senior management, demonstrating organisational and time management skills.
- Experience of acting in sensitive environments with the upmost of integrity.
- Knowledge of all aspects of office procedures and confident in the use of MS office applications and other IT systems such as Convene, the Board Intelligence system or Diligent.
- Experience of working with Boards, to record and maintain accurate records of meetings and decisions.
- Proven experience and demonstrable working knowledge of charity law and regulation, and experience of ensuring compliance with legal and regulatory guidance.
- Ability to interact with others in a sensitive and diplomatic manner; build effective relationships at all levels to secure strong team working and influence to achieve results.
- Experience of developing and implementing governance frameworks and executive support services in a large organisation.
- Experience of managing and resolving resource conflicts.
- Proven ability to organise time effectively, create work schedules, prioritise workload, meet deadlines and multi-task with ease over a 12-month board cycle period.
- Strong planning and organisation skills to help analyse complex demand and to make recommendations to manage the delivery with experience of managing and resolving resource conflicts.
- Proven ability to collate and analyse complex data and facilitate decision making that delivers innovative business solutions to achieve strategic objectives.
- Proven ability to speak clearly and fluently, communicating at all levels up to board level.
- Proven ability to produce written communication that is fluent, clear and concise and adapting style to suit the audience.
- Approachable and flexible.

- Confident and organised, with an ability to hold difficult conversations, and to make decisions in a timely manner.

**Embodies these essential Globe ways of working:**

- Committed to the principles of equality, diversity and anti-racism and able to implement these within all areas of work.
- Supportiveness to others.
- Thoughtfulness, reflecting, and problem solving.
- Influencing and communicating with others.

The post holder must at all times carry out their responsibilities with due regard to Shakespeare's Globe's Policies and Procedures.

**RECRUITMENT INFORMATION AND TERMS AND CONDITIONS**

**Permanent / Full-Time (Happy to discuss flexible working)**

**Hours:** **35 per week** exclusive of meal breaks. Additional hours at evenings and weekends may be required for which time in lieu may be granted. There are no extra payments for additional hours worked. **Willing to consider part-time hours.**

**Salary:** **£40,000 per annum**

**Holiday:** The annual holiday leave is 25 days per calendar year plus Bank Holidays.

**Benefits:** Discount in the Globe shop and onsite restaurants/cafes; free entry to selected shows, events and activities, access to our free employee assistance programme via phone line and website; family friendly policies including enhanced maternity and shared parental leave pay; season ticket loans available; eye test scheme; flu vaccination scheme; cycle to work scheme; enhanced employer pension contributions after 12 months service.

**This job description is not a contract but is provided for an employee's guidance on the way in which the duties of the post are to be carried out. The content of the job description may change from time to time and the employee will be consulted over any substantial changes.**

**As a term of employment you may be required to perform work not specifically mentioned above commensurate with the scope of your role within Shakespeare Globe Trust.**