

## Job Description: Governance Manager

### Job Description

Job Title:	Governance Manager
Location:	Office Based – Hybrid worker status
Reports to:	Group Executive Director (Business Services)
Staff Responsibilities:	None
Hours of work:	35 hours per week
Salary Range:	£45,000-£55,000

#### Summary of Position:

The Governance Manager leads and continuously improves the Group's governance strategy. Reporting to the Group Executive Director (Business Services), who also acts as Group Company Secretary, the role ensures that the Board, Committees and Executive Leadership Team (ELT) are fully supported to plan, run and conclude effective meetings.

This is not a statutory Company Secretary role, but it plays a key part in supporting the Group Company Secretary to discharge their responsibilities.

The post-holder owns the governance calendar, manages the end-to-end paper process, drives meeting discipline, and maintains accurate minutes, action and decision logs in line with delegated authorities and policy. They also champion innovation, adopting secure digital tools and responsible AI to enhance speed, clarity and assurance.

### Primary Responsibilities

Board & Committee Meeting Cycle	Manage the governance strategy and oversee the full cycle from commissioning and quality-assuring papers to preparing and distributing digital packs.  Ensure meetings run to schedule, with clear agendas, timely papers and high-quality information that enables effective decision-making.  Provide professional secretariat support during meetings, offering procedural guidance and capturing decisions and actions in real time.  Produce concise, accurate minutes and maintain a single action/decision log, ensuring follow-up and accountability at subsequent meetings.  Work with colleagues across the business to identify future requirements for papers to support agenda items. Ensure that colleagues (including the Senior Leadership Team) are well supported and prepped for meetings.
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Agenda Setting & Executive Support	<p>Work with the Chair and ELT to set outcome-focused agendas with well-defined decision requests.</p> <p>Provide timely briefings to Chairs on upcoming items, outstanding actions and governance risks.</p>
Governance Calendar & Forward Planning	<p>Own the annual governance calendar, ensuring Board and Committee dates, paper deadlines and workplans are aligned with the corporate planning and budget cycle.</p> <p>Maintain a forward agenda planner so that statutory, strategic and performance items are scheduled with the right lead times and decision pathways.</p>
Company Secretarial & Governance Administration	<p>Support the Company Secretary with day-to-day company secretarial activity across the Group and subsidiaries.</p> <p>Maintain statutory registers, decisions and conflicts of interest records; support filings as required.</p> <p>Review and update Committee Terms of Reference and governance artefacts to reflect organisational changes and delegated authorities.</p> <p>Where required, provide diary management for the ELT.</p>
Governance Strategy, Policies & Assurance	<p>Keep the governance strategy current and aligned to Business Services policies and control frameworks.</p> <p>Ensure decision papers and minutes reflect risk and internal-control implications.</p> <p>Support the annual review of governance information flows and proportionate adoption of the UK Corporate Governance Code 2024.</p>
Stakeholder Management & Communications	<p>Build trusted relationships with Non-Executive Directors, ELT/SLT, authors and external advisers.</p> <p>Act as the single point of contact for governance matters.</p> <p>Provide coaching and feedback to authors to improve the quality and consistency of papers.</p>

Innovation & Technology Enablement	<p>Manage the governance technology toolkit and distribute packs exclusively via a secure board portal with appropriate controls.</p> <p>Train users and support adoption of digital tools.</p> <p>Introduce approved AI-assisted workflows (e.g. summaries, action extraction, drafting aids) with safeguards, oversight and transparency.</p>
Additional Responsibilities	<p>Act as a Fusion21 ambassador, operating professionally and safely at all times.</p> <p>Undertake other duties consistent with the role to support continuous improvement in governance practice.</p>

## Personal Specification

	Essential	Desirable
<b>Skills, Qualifications &amp; Training</b>	<p>CGI/ICSA (or equivalent) qualification with current knowledge of UK governance practice.</p> <p>Excellent organisation and planning skills; able to manage multiple cycles and contributors.</p> <p>Strong written communication skills, producing high-quality papers, minutes and action logs.</p> <p>Proficiency with Microsoft 365 and secure board portals, with strong data-protection discipline.</p>	<p>Training in risk/assurance, e.g., IRM, ISO governance frameworks.</p> <p>Experience of ESG reporting or sustainability governance.</p>
<b>Experience</b>	<p>Proven governance/secretariat experience supporting Boards and Committees.</p>	<p>Experience within multi-entity or group structures.</p> <p>Experience in charitable, public sector or regulated environments.</p> <p>Experience delivering governance technology projects (e.g., portals, digital packs).</p>

<b>Behaviours, Qualities and Attitude</b>	<p>Calm, credible and discreet; demonstrates integrity and confidentiality.</p> <p>Outcome-focused, with a continuous improvement and coaching mindset.</p> <p>Digital-first, curious and responsible in adopting automation/AI to improve quality and user experience.</p>	
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**Prepared by**

Name:	Mark Chadwick	Signature:		Date:	
Title:	Group Executive Director (Business Services)				

**Note:** This job description is not exhaustive and is not a comprehensive list of all the tasks that may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken. The post holder is also expected to carry out other duties which are broadly consistent with the role as identified below. This job description will be subject to periodic review, and it may be amended to meet the changing needs of the business. The post-holder will be expected to participate in this process, and we would aim to reach agreement on any changes.