

Job Description

1. Job Title: Corporate Governance Lead

Reports to: Head of Corporate Governance

Accountable to: Chief Executive

Job Family: Managerial Support

Range: E – circa £33k

Date: 25.06.2025

2. Job Summary

The postholder will support the Head of Corporate Governance in establishing, maintaining and ensuring that the hospice's corporate governance function is performing to the highest standards and in accordance with all statutory and legislative requirements.

As Corporate Governance Lead, you will provide operational direction and oversight of the hospice's governance framework to ensure high standards of accountability and regulatory compliance. You will lead on the development and implementation of effective governance processes and ways of working that drive continuous improvement and support the hospice in delivering its strategic ambitions.

The postholder will be required to work closely with the Chair of Trustees, Chief Executive, Leadership Team, and other senior stakeholders to support effective leadership, ensure compliance with charity legislation, and enable the hospice to deliver its strategic ambitions.

Provide Executive Support to the Chief Executive, Deputy Chief Executive and other members of the Leadership Team.

This includes ensuring that meetings of the Board and Retail Board are compliant with the Memorandum and Articles of Association, Standing Financial Instructions and are conducted in line with their agreed Terms of Reference.

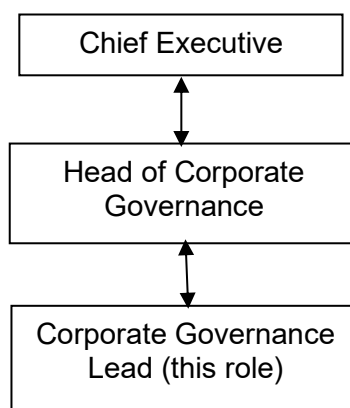
The postholder will support the creation of a culture of best practice for governance by implementing the highest standards within the Governance Team. This will require the postholder to be proactive in suggesting and designing effective governance processes.

The post will support conducting an annual internal governance review to ensure that the Ashgate Governance Framework is effective and enables the hospice to deliver its strategic ambitions.

This post has an expectation that work matters are undertaken within agreed parameters and work is self managed.

Confidentiality must be maintained at all times and the post will be subject to a Disclosure and Barring Service (DBS) check.

3. Organisation Chart



4. Main Duties & Responsibilities

Board and Committee Support

- Ensure that the Board of Trustees, its committees, and key governance Groups are properly constituted, convened, and supported in line with the Articles of Association, Standing Financial Instructions, Terms of Reference, and other regulatory frameworks.
- Co-ordinate agenda planning and work collaboratively with the Chair of the Board and Committee Chairs to ensure timely, relevant and well-structured meetings.
- Prepare and distribute high-quality agendas, supporting papers, and formal minutes in line with required timescales.
- Maintain accurate records of Board and Committee membership, terms of office, conflicts of interest, and declarations.
- Develop and maintain the Board and Committee cycles of business and ensure these are aligned with strategic and regulatory priorities.

- Support the development and review of Committee Terms of Reference and constitutional documents to ensure legal and operational relevance.
- Ensure the smooth running of Board and Retail Board meetings, in compliance with the hospice's Memorandum and Articles of Association and governance procedures.
- Oversee logistical arrangements for Board meetings, including venue set-up, remote access, refreshments, and technical support where needed.
- Support the planning and facilitation of Board away days, development sessions and governance briefings.

Governance Framework Oversight

- Provide operational direction to ensure effective and compliant delivery of the hospice's corporate governance framework.
- Support the Head of Corporate Governance to ensure the governance infrastructure (including key policies, documents and schedules) is regularly reviewed, updated, and aligned to best practice and statutory requirements.
- Support the design and implementation of effective internal governance processes, ensuring consistency, clarity, and compliance.
- Co-ordinate and contribute to annual internal governance reviews and assurance exercises, including self-assessment and external reviews of governance effectiveness.
- Promote a culture of high standards and continuous improvement within governance practices across the organisation.

Trustee Development and Succession Planning

- Lead the recruitment and onboarding of new trustees, including completion of the Fit & Proper Persons Test and delivery of robust induction processes.
- Support the Head of Corporate Governance and the Chair to manage Board membership, terms of office, and succession planning.
- Develop and oversee an annual development programme for Trustees, ensuring compliance with mandatory training and supporting Board effectiveness.

Compliance and Risk Management

- Ensure the hospice meets its statutory governance reporting responsibilities, including timely submissions to Companies House and the Charity Commission.
- Provide support and advice on compliance with relevant legislation and governance standards, including data protection, charity law, and financial governance.
- Develop and oversee the hospice's risk management framework, supporting the Board and Leadership Team to identify, assess and manage operational and strategic risks.
- Drive continuous improvement in governance structures, aligning with sector best practice and emerging standards.

Stakeholder Engagement and Representation

- Foster effective, professional relationships with internal and external stakeholders including trustees, regulators, senior leaders, and partner organisations.
- Represent the governance function with confidence and credibility in cross-organisational initiatives, planning meetings and audits.

Executive Support

Senior Executive Support

- Provide high-quality and confidential executive support to the Chief Executive, Deputy Chief Executive, and other members of the Leadership Team as required.
- Manage complex and sensitive diaries, arrange meetings, schedule away days, and co-ordinate executive correspondence.
- Act as a trusted point of contact between the Chief Executive and internal/external stakeholders, ensuring appropriate communication flow.

Information and Document Management

- Ensure the secure storage and accurate retrieval of governance documentation, Board papers, agendas, minutes, and confidential reports.
- Support the preparation and submission of governance reports and documentation for Leadership Team and Board use.

Organisational Coordination

- Liaise across departments to ensure timely provision of governance and executive information, supporting smooth decision-making.
- Assist in co-ordinating organisational responses to Board queries or governance-related actions.
- Promote and demonstrate the values of the hospice in interactions and decision making.
- To be fully aware of Hospice Policies, including Health & Safety, Quality Assurance, Disciplinary & Grievance, Data Protection and Confidentiality and IT, working within the parameters of the Policies at all times.
- To undertake any other appropriate duties, commensurate with the level of the post.

5. Personal Development

- Through the annual review process and 1:1 meetings, agree individual objectives and develop a personal development plan.

6. Communications & Working Relationships

Internal: All staff and volunteers, Leadership Team and Board of Trustees.

External: Relatives/carers/service users, professional bodies/organisations, VIPs & dignitaries, external professionals, members of the public, corporate partners

Please note this is an illustrative list only.

- This Job Description describes the main duties of the post holder and is not exhaustive.
- This Job Description will be reviewed with the post holder as part of the regular performance review.
- This Job Description does not form part of the Contract of Employment.

PERSON SPECIFICATION

Job Title: Corporate Governance Lead

1. Attainments/Qualification (assessed by Application, Interview or Test)	
Essential	Desirable <ul style="list-style-type: none">• Relevant qualification/training in Corporate Governance or a demonstrable level of knowledge and experience.• Relevant governance and/or risk management knowledge and experience.
2. Skills (assessed by Application, Interview or Test)	
Essential <ul style="list-style-type: none">• Corporate governance knowledge: strong knowledge of corporate governance frameworks, policies, and best practices.	Desirable <ul style="list-style-type: none">• Project management

<ul style="list-style-type: none"> • Strategic thinking: ability to provide insights and advice on governance and compliance matters • Analytical skills: strong analytical and problem-solving skills, with a focus on continuous improvement. • Ability to identify risks, anticipate issues and create solutions and to resolve problems in relation to service delivery. • Ability to work with a high degree of autonomy using initiative and organise own workload with minimal supervision working to tight and often changing timescales • Ability to accept direction particularly in relation to sensitive staffing issues, workload management and complex tasks. • Ability to work with colleagues, promoting a positive attitude towards working practices and change when needed. • Proficient in Microsoft Office applications (Word, Excel, Outlook) 	
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3. Knowledge/Experience (assessed by Application, Interview or Test)

<p>Essential</p> <ul style="list-style-type: none"> • Proven experience in a similar role with strong knowledge of corporate governance, compliance, risk and assurance processes. • Has a clear understanding of Corporate Governance and it's importance in the effective running of organisations. • Knowledge of corporate governance, relevant legislation and best practice • Knowledge of risk management • Stakeholder management: experience in building strong relationships with senior stakeholders, both internal and external. • Knowledge and experience of Companies House and other relevant authorities and professional advisors in company secretarial matters. 	<p>Desirable</p> <ul style="list-style-type: none"> • Experience of working within a charity.
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<ul style="list-style-type: none"> • Substantial experience of providing secretarial and administration support at Board and Senior management levels. • Experience of working with confidential and sensitive material in a professional manner. • Understanding of the roles and relationships between the Chair, Trustees, Chief Executive and senior leaders. • Proactive – ability to anticipate difficulties and deal with them. • Experience of organising meetings, workshops, events. • Experience of managing systems, registers and compliance functions e.g. risk management • Experience of managing communications and relationships with senior managers. • Communicate with tact, understanding and discretion with members of the public/patients when dealing with enquiries. Deal with all such communications appropriately, including exchange of sensitive information. 	
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4. Other factors (assessed by Application, Interview or Test)

<p>Essential</p> <ul style="list-style-type: none"> • Personal integrity and ability to live the hospice values (I) • Willingness and commitment to continual professional development (A) 	<p>Desirable</p>
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