

Vacancy for Governance Professional at Consortium Trust

Hours: Negotiable (**currently 20 per week term time only**)
Times: Flexible but will be required to attend evening meetings
Venue: Consortium Trust Halesworth
Salary: Starting point 28 £18.25 per hour (dependent on experience)

Details: Do you have experience of Governance and want to promote education, excellence character development and service to the communities? The Consortium Trust is looking to appoint an experienced professional to support Trustees and Locality Committees with constitutional, governance and procedural matters contributing towards the efficient and compliant functioning of the Trust Board.

This post may be suitable for remote working for the right candidate.

The Consortium Trust is committed to safeguarding and promoting the welfare of children and young people. All successful applicants will be required to undertake an enhanced DBS check and this may include social media checks.

We can offer:

- Competitive salary
- Full support and training from a wider team
- Wide range of staff benefits
- Extensive Wellbeing support package
- Opportunity for career progression within the Trust
- Bespoke training as required

Requirements: We are looking for a Governance Professional who:-

- To support the Trust to promote educational excellence, character development and service to communities.
- Responsibility for the direct governance support of Consortium Trust meetings including the Annual General Meeting, Board of Trustees and its direct committees.
- Management oversight of governance support for school level meetings ensuring delegated responsibilities and requirements are met, and a high level of service is delivered.
- Support Locality Committees
- Be responsible for records management.
- Responsibility to ensure an effective and compliant service is provided for the appointment of Members, Trustees, and Locality Committee representatives appointed by the Trust.
- Responsibility to ensure Members, Trustees and Locality Committee representatives are appropriately inducted, briefed and attend agreed training to enable them to effectively undertake their role. Including the arrangements for networking events and school visits as agreed by the Trust.
- Ensure the annual Governance Calendar includes the appropriate scheduling of all Member, Trust Board & Governance meetings.

Qualifications: Essential: Grade C /4+ level Numeracy and Literacy;
Essential: Has a basic level of computer literacy;
Essential: Experience of Trust/School Governance

Line manager: CEO
Start date: ASAP
Closing Date: 1st March 2024 (5pm)
Interview Date: 13th March 2024

For further information, please contact a.aalders-dunthorne@consortiumtrust.org.uk at
Consortium Trust 01473 355452

Job Roles: Governance Professional
Pay Points: 28 - 32
Locality: Central Office / Remote Attendance



The Consortium Trust is a lifelong learning community. It recognises, will promote and expects sharing of best practice. All employees are expected to participate with this ethos and there may be opportunities where you will be expected to mentor, advise or share best practice with colleagues.

Consortium Trust schools and settings provide education for children between the ages of 6 months to 18 years old, many with complex additional needs and challenging behaviour. It is likely that there will be occasions where it will be necessary to adjust or amend a role to continue to provide the appropriate educational support for individual children. All job descriptions are subject to interpretation and alterations according to the setting and age, requirements and capabilities of the child.

***Please note the relevant professional standards should be read in conjunction with this document, including but not restricted to:**

- **DfE Competency Framework**

JOB PURPOSE

- To support the Trust to promote educational excellence, character development and service to communities.
- Management of the Trust's Governance and Accountability Framework, leading the development, review and updates required ensuring compliance with statutory and regulatory requirements.
- Management of the operation of all Governance meetings for the Trust, enabling these to be undertaken in a regulatory compliant, professional and effective manner.
- Management of the development and delivery of the governance requirements for the Trust in line with the service requirements and professional standards.
- Supporting hearings and panel meetings, as well as providing support to our wider team of Locality Committees across the Trust.

KEY TASKS AND RESPONSIBILITIES

Governance Framework

- Lead the annual review of the Trusts Governance and Accountability Handbook to ensure it remains compliant with statutory and regulatory requirements (e.g. The Academies Trust Handbook), and the strategic and operational needs of the Trust.
- Ensure the annual Governance Calendar includes the appropriate scheduling of all Member, Trust Board & Governance meetings.
- Produce the annual Governance work plan for the Trust and its Committees that discharges statutory responsibilities and the Scheme of Delegation.
- Lead on the development and implementation of Standard Operating Procedures for Trust meetings; including the establishment and monitoring of service standards. Ensuring meetings are to statutory and regulatory requirements and meet high professional standards.
- Management oversight of governance support at school level ensuring a high level of service is delivered.
- Lead on the agreement of Standard Operating Procedures for Pupil Exclusion Panels and Complaints Panels with the appropriate Trust panel leads. Ensuring meetings are to statutory and regulatory requirements and meet high professional standards.
- Ensure that governance records, controls, databases and public information (including websites) are statutory and regulatory compliant, and effective for Trust use.
- Manage the development of the Governance function for the Trust.

Governance Meetings

- Responsibility for the direct governance support of Consortium Trust meetings including the Annual General Meeting, Board of Trustees and its direct committees.
- Management oversight of governance support for school level meetings ensuring delegated responsibilities and requirements are met, and a high level of service is delivered.

Membership

- Responsibility to ensure an effective and compliant service is provided for the appointment of Members, Trustees, and Locality Committee representatives appointed by the Trust.
- Responsibility to ensure an effective and compliant service is provided for the appointment of Locality Committee representatives.
- Responsibility to ensure Members, Trustees and Locality Committee representatives are appropriately inducted, briefed and attend agreed training to enable them to effectively undertake their role. Including the arrangements for networking events and school visits as agreed by the Trust.

Records Management

All staff who create, receive, and use records in the course of their job are responsible for ensuring that records are managed appropriately. It is therefore likely that this post-holder will have responsibility for record-keeping as part of the role. Employees are required to be conversant with the Trust's policies and procedures on records management.

Locality Committee Support

- Make contact with existing LC representatives discuss clarity of expectations and aid recruitment and retention.
- Make contact with AHs and OMs to set out expectations and discussion clarity of roles and format
- Arrange initial meetings at school level to establish LC within each 'hub'
- Identify nominees for each Team and monitor gaps
- Set up Teams meetings – clarity of role for Executive and Trustee Team members
- Ensure that Teams meetings occur and are appropriately supported
- Support AHs and LCs in recruitment ensuring that nomination/election paperwork is completed and submitted to nominations committee (liaison with PA and Governance Manager)
- Support and advise on the paperwork/cycle of meetings and other information required by/for the Trust Board Committee (Community Engagement)
- Support and advise on 'Connection' meetings and ensure that all LC representatives are comfortable about what the expectations are.
- Flow chart of communication and accompanying report templates
- Lead on a community 'Listening' project/audit to identify need/facilities/gaps/community 'wants' for their school. (this may identify individuals for LC nomination)
- Training for use of AoD and Governorhub as required
- Induction and support for new recruits and, for those in role, ensure that appropriate boundaries are maintained.
- Terms of reference review to ensure that these provide the clarity of expectations

Data Protection Officer (additional responsibility for interested candidate)

The DPO is responsible for monitoring compliance with current data protection law, and has the knowledge, support and authority to do so effectively. They oversee the Trust and school/setting's data protection processes and advise the Trust, school/setting on best practice

- Advise the Trust, school/setting and its employees about their obligations under current data protection law, including the General Data Protection Regulation (GDPR)
- Develop an in-depth understanding of the Trust, school/setting's processing operations, information systems, data security processes and needs, and administrative rules and procedures
- Educating Trust employees on correct data use and compliance
- Conducting regular data security audits to maximise data safety
- Provide training and support to Trust, schools/setting as and when required
- Monitoring Trust, schools/setting's ability to remain data compliant
- Informing the Trust Board of their GDPR obligations
- Advising Trustees and employees on how to comply with data security laws
- Acting as a contact point for the Information Commissioner's Office (ICO)
- Reporting data breaches as required
- Act as a contact point for individuals whose data is processed and advising on subject access requests, responding to other requests regarding individuals' rights over their data and how it is used
- Report to the Trust Board on data protection compliance and associated risks
- Undertake any additional tasks necessary to keep the Trust, school/setting compliant with data protection law

NOTES

1. The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the setting at the reasonable discretion of the HoS People
5. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
6. The duties and responsibilities of any post may change from time to time, and post holders may be expected to carry out other work not explicitly mentioned above which is considered to be appropriate to their existing level of experience and responsibility.