

**DRAFT JOB DESCRIPTION**

<b>Job Title:</b>	<b>Governance and Compliance Officer</b>
<b>Main Purpose of Job:</b>	<p>To support the Council of Trustees and the Chief Executive in all governance matters and working closely with the Council, CEO and Senior Leadership Team to ensure effective governance of the charity.</p> <p>To provide guidance to ensure compliance with appropriate legal, regulatory and society frameworks and provide advice on procedural matters relating to the operation of the Council. This includes the organisation and running of the Annual General meeting and ensuring records are accurate with Companies House and the Charity Commission.</p>
<b>Department:</b>	Operations
<b>Accountable to:</b>	Chair of Council
<b>Based:</b>	Hybrid role with a requirement for occasional travel to the office and in-person meetings as required.
<b>Salary:</b>	<p>Starting Salary: £31,586 depending on experience</p> <p>Salary reviews apply.</p>
<b>Benefits:</b>	<ul style="list-style-type: none"> <li>▪ Flexible working hours</li> <li>▪ Ethical pension scheme (5-7% employer contribution)</li> <li>▪ Employee assistance programme and health cashback scheme</li> <li>▪ Death in service benefit</li> <li>▪ 28 days leave + 8 bank holidays (25 days annual leave &amp; 3 closure days)</li> <li>▪ Cycle to work scheme</li> <li>▪ Companion animal compassionate leave</li> <li>▪ Climate perks policy (up to 6 days additional paid time off when choosing sustainable transportation for foreign holidays)</li> </ul>
<b>Term:</b>	Permanent
<b>Hours:</b>	<p>37.5 hours per week</p> <p>Occasional out-of-hours working may be required to attend meetings/meet critical business needs.</p>
<b>Date of Issue:</b>	November 2024

## **JOB ACTIVITIES**

<p><b>Effective organisation and administration of The Vegan Society Council meetings and AGM:</b></p>
<p>1. Develop and maintain the annual governance calendar, including the planning of Council, Subsidiary Board, Committee, SLT and staff engagement meetings and co-ordinate logistical arrangements for such meetings.</p>
<p>2. Oversee and implement the forward work plan and agendas of all governance meetings to ensure the discharging of compliance and regulatory requirements, as well as ensuring key strategic issues and topics are discussed.</p>
<p>3. Act as a secretariat function for the Council, Subsidiary Board and Committee meetings ensuring the timely preparation of draft agendas based on annual requirements, previous minutes and organisational priorities.</p>
<p>4. Coordinate and circulate agendas and papers in a timely manner and minute all meetings ensuring that action points and decisions are recorded, followed up and coordinated within the timescales agreed.</p>
<p>5. Lead on drafting of Council, Board and Committee papers relating specifically to governance matters.</p>
<p>6. Ensure meetings are quorate, inclusive, well-structured and in adherence to the society's framework.</p>
<p>7. Record attendance/apologies and take appropriate action in relation to absences.</p>
<p>8. Circulate draft and approved minutes to the members of the Council and Senior Leadership Team within the timescale agreed.</p>
<p>9. Follow up on agreed action points with those responsible and provide updates to the Chair and Chief Executive.</p>
<p>10. Oversee and implement the effective management of The Vegan Society's Annual General Meeting (AGM) process including the call for and review of motions, setting of the agenda in consultation with Trustees and SLT, planning and co-ordination of the voting process and AGM, including the implementation of passed motions.</p>
<p>11. Oversee and implement the annual Trustee Election process supporting the Council to identify skills requirements, co-ordinate the application process and manage the shortlisting and voting process.</p>
<p>12. Manage the Trustee onboarding and induction process including the preparation of Trustee induction materials, the co-ordination of the logistical arrangements for induction sessions and meetings.</p>
<p><b>Advice and guidance:</b></p>
<p>1. In liaison with SLT and Trustees, develop, manage and implement the action plan for The Vegan Society to ensure compliance with the charity Code of Governance and ensure continuous improvements in The Vegan Society Governance regime.</p>
<p>2. Regularly review and update the Council, Subsidiary Board and Committee Terms of Reference and ensure constitutional responsibilities and duties contained within them are being carried out.</p>
<p>3. Advise on Council procedures in line with governance practice.</p>
<p>4. Advise on constitutional requirements in accordance with Committee Terms of Reference</p>
<p>5. Maintain the risk register on behalf of Council.</p>
<p>6. Advise on governor training as per statutory requirements and society's framework.</p>
<p>7. Support the policy review and approval cycle in accordance with statutory requirement society's framework.</p>
<p>8. Contribute to the coordination of learning and development opportunities for those involved in governance, including induction, and continuing professional development.</p>
<p>9. Where appropriate, liaise on behalf of the Council such as for external review of governance.</p>
<p><b>Management of information and documentation:</b></p>

1. Maintain membership records including contact details of Trustees, terms of office and changes to membership details.
2. Establish and communicate open and transparent vacancy filling processes and efficient procedures for election and appointment.
3. Assist with the management of Trustee elections as required.
4. Maintain governing documents including minutes, record of training, skills matrix, register of interest and Council correspondence.
5. Ensure correct publication of information with Companies House, the Charity Commission and the society's website.
6. Work with the Chief Executive and Chair to ensure that relevant checks are carried out on Trustees of the Council as required and where it is appropriate to do so.
7. Ensure the framework and relevant policies is updated following reviews and Council decisions.

**Foster good working relationships with Trustees, key partners, members and internal staff:**

1. Be the first point of call for external contacts, partners and members wishing to contact the Trustees.
2. Update and proactively use internal systems and platforms to ensure business intelligence and record keeping is accurate and ensure reporting information is available as required by the Chair and Trustees
3. Communicate with the Chair, Trustees and Senior Leadership Team on Council matters outside of meetings.

**General:**

The following duties are ones which all staff are required to perform:

1. Adhere to The Vegan Society's policies on Equality & Diversity, Health and Safety and Acceptable Use.
2. Always maintain data protection and confidentiality.
3. Observe health and safety procedures and always work safely.
4. Contribute to the overall ethos, work and aims of The Vegan Society and maintain good communication with all stakeholders.
5. Be responsible for your own continuing self-development, undertake training as appropriate to the working environment and location, and developments in your role.
6. Present a positive personal image, contributing to a welcoming environment and treat all users with courtesy and consideration.
7. General office duties, including dealing with own correspondence and filing own papers.
8. Undertake any other duties as required by your manager to meet the changing needs and demands of The Vegan Society.
9. Attend organisational meetings as required.
10. Positively and actively promote The Vegan Society and its values.

This job description is provided to assist the post holder to know their principal duties. It may be amended in consultation with the holder without change to the level of responsibility or remuneration appropriate to the post. The job description is not exhaustive, and you may be asked to carry out additional tasks which are appropriate to your job role, as required by your line manager.

**Data Protection:**

During the course of your employment, The Vegan Society is required to tell you about the personal data that we collect about you and what we do with that information, including how we use, store, transfer and secure your personal data. You shall at all times comply with all relevant data protection legislation and all obligations imposed on you under The Vegan Society's data protection policy and privacy notice from time to time in force.

**It is a condition of your employment that, as far as is possible and practicable, you adhere to a vegan diet and lifestyle.**

**PERSON SPECIFICATION**

<b>Job Title:</b>	<b>Senior Governance Officer</b>
<b><u>ESSENTIAL</u></b>	
<b>Experience and Knowledge:</b>	<ul style="list-style-type: none"> <li>▪ Experience in a role which has encompassed charity governance and senior/Board level executive support.</li> <li>▪ Executive level support/administration experience.</li> <li>▪ Experience of working in the voluntary sector.</li> <li>▪ Experience of writing clear and concise report and briefings for a range of audiences.</li> <li>▪ A good understanding of the role and responsibilities of Chief Executive, Chair and Trustees within an organisation.</li> <li>▪ A good understanding of governance and compliance.</li> <li>▪ Experience of preparing agendas and other papers and taking clear minutes at Board and/or committee level.</li> <li>▪ Experience of managing confidential data and commercially sensitive material</li> </ul>
<b>Skills and Abilities:</b>	<ul style="list-style-type: none"> <li>▪ Confident in the use of a variety of IT applications.</li> <li>▪ Excellent level of written and verbal communication.</li> <li>▪ Excellent planning and organisation skills.</li> <li>▪ Ability to manage own time to meet deadlines and competing demands.</li> <li>▪ Ability to work effectively in a team and in collaboration with others.</li> <li>▪ Ability to work with and maintain good working relationships with senior colleagues, customers and stakeholders.</li> <li>▪ Ability to deal with high volume deadline driven requests in a calm, diplomatic and persuasive manner.</li> </ul>
<b>Personal Attributes and Qualities:</b>	<ul style="list-style-type: none"> <li>▪ Personal integrity.</li> <li>▪ Maintain discretion and confidentiality, use sound judgement and independently as required.</li> <li>▪ Confidence and resilience with the ability to professionally challenge when necessary.</li> <li>▪ Commitment to professional development and maintain knowledge and improve practice.</li> </ul>
<b><u>DESIRABLE</u></b>	
<ul style="list-style-type: none"> <li>▪ In possession of a qualification from the Chartered Governance Institute.</li> </ul>	