



## Confederation of School Trusts

### **Job Description – Governance Manager/ Governance and Compliance Manager**

The Governance Manager supports the executive team and trust board to design, implement and support the highest quality governance.

#### **Knowledge and Understanding**

Knowledge and understanding of the characteristics of effective governance, including effective methodologies for board evaluation, growth and development and succession planning.

Knowledge and understanding of methodologies of risk assessment, management and mitigation.

Basic knowledge and understanding of school funding and financial planning.

Knowledge and understanding of education, charity and company law and the range of compliance activities required in an academy trust, including but not limited to ESFA, Charity Commission and Companies House reporting requirements.

A long term orientation and futures focus.

Knowledge of strategy and people.

#### **Skills and Practice**

Highly effective influencing and enabling skills.

The ability to problem-solve and anticipate issues.

The confidence to advise and CEO, Chair and Trust board, even in difficult, contentious or challenging circumstances.

The ability to take minutes and maintain accurate records.

Excellent planning and organising skills.

The ability to communicate clearly and effectively.

[Ability to quality assure the work of clerks and lead a team – if required]

#### **Values and behaviours**

Understanding of the importance of maintaining independence and the demonstrable ability to do so.

A commitment to doing the right thing – even in the most challenging of circumstances.

The ability to be open-minded and provide accurate, honest and constructive advice and guidance.

A commitment and ability to being purposeful.