

Job Title:	Governance and Assurance Officer
Job Grade:	Band 8, SCP 19-23
Reports To:	Trust Head of Governance & Assurance
Direct Reports:	N/A
Clearance Required:	Enhanced DBS
Key Stakeholders:	All levels of leadership and management, employees, governors, trustees, external agencies and partners

Job Purpose

To be the Trust's lead and support on key areas of the Trusts Assurance Framework implementation and ongoing embedding and maintenance. To cover when the Head of Governance and Assurance is off site and support Trustees, Governors and the Executive Leadership Teams within the Education Village Academy Trust (EVAT).

Key Responsibilities and Accountabilities

You will be required to work collaboratively to meet the expected outcomes of this role.

1.	Support the Head by drafting the annual cycle of meetings for Trustees, Committees' and ESCs based on the previous years including dates and circulating to key stakeholders
2.	<p>Minute take at meetings where the Head of Governance and Assurance is either absent or presenting more than one paper.</p> <p>Circulate action log within 5 days of the meeting to support prompt communication of actions and closure.</p> <p>Draft Board of Trustee and Committee agendas and minutes template ready for Head of Governance & Assurance and Chair review</p>
3.	<p>Support the Head with recruitment of trustees and governors across the trust and co-ordinate diaries for interviews, induction and development. Including training and appraisals.</p> <p>Ensure all systems are updated when Trustees and Governors start and leave the Trust, such as Governor Hub and GIAS</p>
4.	Maintain the induction process and handbook, ensuring it is checked and fit for purpose for the role being recruited to.

	Regularly review the succession plan to ensure all governors and Trustees are re-appointed in line with Board of Trustee meeting dates.
5.	Update Trust Development & Growth group (TDG) and Executive Leadership Team on requirements and support to enable Trust wide compliance with data protection legislation.
6.	Work directly with the schools to: 1 – Ensure all staff including new members of staff are trained in understanding their responsibilities in relation to data protection 2 – support schools to implement revised processes and procedures to support data protection compliance
7.	Support the organisation of the annual complaint policy training and re-fresh for senior leaders and school leaders across the trust.
8.	Support schools in understanding what they need to have in place to demonstrate website compliance.
9.	Lead on the implementation of the revised policy management framework with stakeholders (Policy owners/Principals and TDG/ELE) and support with policy system implementation and embedding
10	Work with the Head to support roll out of the GRC1 risk management software to all school leaders and provide ongoing training and support to the users of the system
11.	Provide project management and administrative support which is crucial for the successful implementation of initiatives including fit for the future for our schools. Provide the necessary administrative support for Trustees and Governors across the Trust including support for meetings and training sessions.
12.	Undertake continuous professional development including participating in performance reviews and attending training as/when required.

This Job Description is not definitive and outlines key accountabilities – colleagues are expected to be flexible regarding their accountabilities and will from time to time be asked to carry out other duties to ensure achievement of organisational goals.

Person Specification

Qualifications	Essential or Desirable
Degree in related subject or ability to demonstrate equivalent experience	E
Professional qualification in related subject	D
Post graduate qualification in relevant qualification	D
Skills	Essential or Desirable
Proficient in Microsoft Office programmes	E
Supporting the administration of paperwork (including minutes taking) and servicing meetings for senior staff members and non-executives	E
Proven ability to be able to present information in a logical and systematic manner and to interpret data with skill and understanding to inform decision-making	E
Ability to interpreting legislation, non-statutory guidance, policies, and procedures to enhance and develop governance systems and assurance frameworks	D
Ability to interpret and advise appropriately on all matters related to governance	D
Knowledge / Experience	Essential or Desirable
Experience of working with volunteers and/or governors	E
Experienced of leading and implementing successful projects	E
Proven record of collaborative working with Executive/Senior Management and external stakeholders	E
Working knowledge and experience of working within the education sector	D
Awareness of child protection / safeguarding issues	D
Experience of School Management Information Systems (e.g., SIMS)	D
Experience of being creative when applying procedures and processes to support internal and external compliance requirements	D