

JOB DESCRIPTION

'Happy to talk about flexible working'

Job title:	Governance Lead/Company Secretary
Department:	Executive
Hospice band:	
Reports to:	Chief Executive and Chairman
Responsible for:	
DBS required	Basic

Job purpose

The Governance Lead/Company Secretary will lead the Hospice's corporate and charity governance arrangements, ensuring compliance with statutory and regulatory obligations and promoting best practice in governance.

The post holder will act as a trusted governance adviser to the Board of Trustees, the Chair and the Chief Executive, ensuring effective decision making, strong governance processes, and robust organisational oversight across the Hospice.

The role combines governance leadership. Company secretarial responsibilities and organisational support, contributing to a culture of transparency, accountability and continuous improvement.

Main duties and responsibilities

Board and Trustee Support

- Act as Company Secretary for the Hospice, providing professional governance and company secretarial support to the Board of Trustees.
- Organise and service meetings of the Board and its committees, including maintaining the annual governance calendar, preparing agendas with the Chair and Committee Chairs, coordinating and distributing board papers, producing accurate and high-quality minutes, maintaining action logs, attendance records and governance records.
- Maintain trustee registers including registers of interests, trustee records and statutory documentation.
- Support the recruitment, induction and development of trustees.
- Coordinate trustee training and development activities where appropriate.
- Support periodic reviews of board and committee effectiveness and the appraisal process for individual trustees.
- Assist with trustee succession planning and board skills assessments to ensure the board maintains the appropriate balance of experience and expertise.



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Governance and Regulatory Compliance

- Lead on matters of charity and corporate governance, ensuring the organisation complies with relevant legislation and regulatory requirements.
- Monitor developments in charity governance and advise trustees and senior leadership on relevant changes.
- Ensure compliance with requirements of the Charity Commission, the CQC, Companies House and that the principles of the Charity Governance Code are followed.
- Maintain and oversee statutory filings including annual returns, trustee information and governance records.
- Provide independent governance advice to the Board of Trustees, Chair and Chief Executive where required.
- Maintain and review the Hospice's governance framework, including committee structures, scheme of delegation and governance policies.

Risk Management and Board Assurance

- Oversee the Hospice's organisational risk management framework.
- maintain oversight of the corporate and strategic risk registers.
- Ensure appropriate processes are in place for identifying, assessing and mitigating organisational risks.
- [Support the development and maintenance of a Board Assurance Framework to ensure trustees receive clear assurance on key areas including quality, safety, finance and organisational risk.]
- Provide governance oversight of conflicts of interest and related governance risks.

Policy and Corporate Governance Administration

- Act as policy manager for the Hospice, maintaining oversight of the organisational policy framework.
- Ensure policies are appropriately approved, reviewed and accessible.
- Support the drafting and review of governance and corporate policies where required.
- Ensure effective systems are in place for document management, governance records and information access.

Audit, Reporting and Regulatory Processes

- Support the coordination of the annual audit process and governance reporting to the Board.
- Assist with the preparation of governance sections of the annual report and other statutory reporting.
- Ensure appropriate governance oversight of regulatory compliance processes, including those related to the Hospice's regulated activities.
- Support the organisation in maintaining appropriate governance arrangements required by the Care Quality Commission and other relevant bodies.



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Organisational Support and Leadership

- Provide governance advice and guidance to senior managers on matters including charity law, governance, regulatory compliance and organisational policies.
- Support strategic and cross-organisational projects as required.
- Line-manage the Executive Assistant and administration team, ensuring effective administrative support to the organisation.
- Contribute to a culture of strong governance, accountability and continuous improvement across the Hospice.
- Encourage the responsible use of digital tools, including artificial intelligence, to improve organisational efficiency, governance processes and information management.

Culture, Values and Professional Development

- Promote a culture of continuous learning, wellbeing and improvement.
- Identify and undertake relevant professional development and maintain mandatory training.
- Promote equality, diversity and inclusion in all aspects of the role.
- Contribute positively to team meetings and organisational initiatives.

General duties

Confidentiality

- All employees are required to uphold the confidentiality of all information records in whatever format, encountered in the course of employment and after it.
- All employees are bound by the requirements of the General Data Protection Regulations when, in the course of their employment, they deal with information records relating to individuals.

Equality and Diversity

- The hospice is committed to promoting an environment that values diversity. All staff are responsible for ensuring that they treat individuals equally and fairly and do not discriminate on the grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex and sexual orientation. The hospice expects all staff to behave in a way that recognises and respects diversity in line with the appropriate standards.

Health and safety

- All employees have a responsibility under the terms of the Health and Safety at Work Act 1974 to protect and promote their own health and that of others in the workplace.



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- All employees must comply with all hospice health and safety procedures infection control.
- The prevention and control of infection is the responsibility of everyone who is employed by the hospice. Employees must be aware of infection control policies, procedures and the importance of protecting themselves and their clients in maintaining a clean and healthy environment.

Information governance

- All employees are responsible for ensuring they undertake any training relating to information governance, read the hospice's policies, procedures and guidance documents relating to information governance, and understanding how this affects them in their role.

Professional development

- All employees must participate in an annual appraisal and develop a personal development plan with their line manager.
- All employees are responsible for maintaining their statutory and mandatory training.

Safeguarding children, young people and vulnerable adults

- The hospice is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All employees and volunteers are expected to behave in such a way that supports this commitment pandemic or major incident.
- In the event of a pandemic or major incident, the post holder may be asked to undertake other duties not necessarily commensurate to the banding of this role. This could include duties in any part of the hospice. Prior to undertaking any duties, the member of staff will have full training and induction. We won't ask any member of staff to undertake duties for which they are not competent or where they feel unsafe in their environment or could put patients or themselves at risk.

The job description is not exhaustive and may be amended following appropriate consultation in the light of business needs.



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PERSON SPECIFICATION

Job title:	Governance Lead/Company Secretary
Department:	
Hospice band:	

Requirements	Essential	Desirable	How identified
Education and qualifications	<ul style="list-style-type: none"> • Good general education including English and Maths • Relevant governance, legal or secretarial qualification or equivalent experience in governance, charity administration or company secretarial work 	<ul style="list-style-type: none"> • Qualification from a relevant professional body 	
Knowledge and experience	<ul style="list-style-type: none"> • Knowledge of UK charity law and governance requirements • Knowledge of the Charity Governance Code • Knowledge of risk management and governance frameworks 	<ul style="list-style-type: none"> • Knowledge of governance in healthcare or hospice settings • Understanding of regulatory frameworks including the Care Quality Commission • Knowledge of board assurance frameworks 	
Personal skills and attributes	<ul style="list-style-type: none"> • Excellent written and verbal communication skills • Excellent working knowledge of core Microsoft Office Tools • Strong organisational and planning skills with the ability to manage of diverse workload 	<ul style="list-style-type: none"> • Experience using broader Microsoft 365 tools • Experience using governance or board portal software 	

	<ul style="list-style-type: none"> • Ability to produce accurate meeting minutes and governance documentation • High level of discretion and ability to maintain confidentiality • Ability to analyse governance issues and provide sound advice • Demonstrates an open and innovative approach to the use of digital tools and emerging technologies (including artificial intelligence where appropriate) to improve efficiency, information management and governance processes, while maintaining high standards of confidentiality, data protection and ethical practice 		
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A= Application form

I=Interview

T=Test

C=Certificate



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