

Job Description: Governance Officer

Reports to: Director of Governance

Location: West London – currently operating an agile working policy with two core days (Mon and Weds) in the office (*Occasional travel to Ark schools in London, Birmingham, Portsmouth and Hastings will be required*)

Contract: FTC (*Ending August 2024*)

Pattern: Full Time (standard hours 9am – 5.30pm)

Salary: £40,000 to £45,000 (depending on experience)

About the role:

The Governance Officer is a key member of the governance support for Ark, Ark Schools and other entities with the Ark 'group'. The Governance Officer will work with the Director of Governance and other members of the Governance Team to provide comprehensive support across the company secretarial and compliance function assisting with a range of compliance and assurance tasks.

The Governance Officer will also provide clerking support to the Ark and Ark Schools Boards and their sub committees.

Key responsibilities:

- To assist the Director of Governance and Assistant Company Secretary with a range of compliance and assurance tasks to ensure that governance activity is timely and of the highest quality
- To work with senior leaders to ensure coordinated support for the Boards and Sub committees including agenda setting and circulation, minute taking and meeting follow up

Compliance and Assurance

- Lead assurance audits across non-financial aspects of Ark's work
- Ad hoc audits and compliance reviews
- Support compliance across all entities within the Ark group with all relevant regulation including all non-finance aspects of the Academy Trust Handbook, Charity Commission and Companies House requirements and Master Funding Agreement

Board and committee support

- Assist with the timely publication of high-quality meeting packs in line with in-house brand guidelines and templates
- Clerking of the Ark and Ark Schools Board and sub committees in line with the governance frameworks
- Contributing to the design of the annual corporate meeting schedule

Risk

- Work with the Director of Governance to develop and deliver the strategic risk identification model for schools
- To support the annual risk review for Ark and Ark Schools

Other

- To be an active participant in supporting the achievement of team objectives
- To undertake any other tasks as reasonably requested by the Director of Governance
- Support improvement in the governance and assurance framework including the which will further the overall work of the Ark governance team
- To communicate with internal and external colleagues to promote good governance across Ark

Person Specification: Governance Officer

Qualifications

- English and Maths GCSE or equivalent at grade C/4 or above
- CGI qualification or similar (desirable)

Knowledge & Skills

- Experience of governance in an education, public sector, or charity environment
- Experience of organising meetings, agendas and taking accurate and concise minutes
- Exceptional organisational skills and attention to detail
- Experience in working to multiple deadlines and managing competing priorities
- Excellent inter-personal and communication skills
- Experience and knowledge of working within frameworks set by regulators
- Understanding of data protection
- Experience of conducting or supporting investigations

Personal Qualities

- “Can-do” attitude focused on looking for solutions
- Positive, open-minded with a flexible approach
- Ability to deal with confidential and/or sensitive information with exceptional diplomacy and tact, and a high level of professionalism

Other

- Work in alignment with the Assistant Company Secretary to provide seamless corporate governance support
- Right to work in the UK
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- This post is subject to an enhanced DBS check

Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click this [link](#).