



Reaching every BSL user with more of the BSL programmes that they love to watch

Role Description: Governance Manager

Part-time (2-3 days a week)

Salary according to skills and experience

London-office based

(Will consider a home-based person who can occasionally travel to our office, if beyond reasonable commuter distance)

Role Purpose

This role supports the Chief Executive and Deputy Chief Executive with governance matters. The governance manager reports to the Deputy Chief Executive.

Key responsibilities:

- The day-to-day management of Board cycles and committees.
- Owning the calendar/meeting invites to Board meetings and committees.
- Drafting agendas and papers for Board meetings and committees with the SMT and Chair.
- Circulating requests and reminders for papers (including distribution of papers, uploading papers to Teams, drafting matters arising reports).
- Drafting the minutes for the Board meetings and any committee meetings.
- Developing, leading and implementing the organisation's strategies and frameworks for governance and compliance.
- Overseeing onboarding, induction and training for Trustees, under guidance from the Chair.
- Supporting the Deputy Chief Executive and working with the Head of Communications and Distribution with recruitment of Trustees.
- Supporting the Deputy Chief Executive with creating and implementing staff policies and procedures.
- Assisting the Chief Executive with the creation of the Annual Report and sharing it with the Board, Companies House and Charity Commission.
- Managing the annual review of the Board's effectiveness.

Employees are also required to comply with all BSLBT policies and relevant legislation.

You may be expected to carry out other duties which fall reasonably within this role.

Person specification

Essential:

- At least 4 years' experience in governance or a similar company secretarial professional role.
- Strong proven organisation skills.
- Excellent attention to detail.
- A proactive, self-motivated team player who can multitask and meet deadlines.
- Good communication and team-working skills, with the ability to build and maintain both internal and external contacts and relationships.
- Experience of drafting Board reports and minuting and managing Board and committee meetings.
- Experience of developing governance policies and drafting governance documents.
- High level of numerical and writing skills and competent in the use of MS office software to a high level (Word, Excel, PowerPoint, Outlook, and PDF editor) to assist in the communication of key messages to facilitate decisions.
- Experience in the use of online web-based portals to update information as required e.g. Charity Commission and Companies House websites.
- A BSL user or, if not, a willingness to learn BSL.
- An interest in BSL Zone programmes.

Desirable:

- Experience of living or working in the Deaf community.
- Knowledge of working for a charity.

This is a description of the job as it is presently constituted. It is the practice of BSLBT to examine job descriptions from time to time and to update them to ensure they relate to the job as then being performed, or to incorporate whatever changes are being proposed.