

Job Description

Job Title:	Governance Advisor
Reporting to:	Senior Governance Advisor
Department:	Governance
Direct Reports:	N/A
Budget:	N/A
JD date reviewed:	November 2024
Job Level:	13

Job Purpose

Responsibility for managing a high quality, proactive, corporate governance service, supporting the Governance team on statutory and regulatory governance issues. Working across the organisation, this role is responsible for managing meetings at Executive, Board and Committee level. Working closely with the Governance team to ensure that the Association and its subsidiaries satisfy all regulatory obligations, in line with best practice.

Key Strategic Responsibilities

- Work collaboratively with colleagues throughout the business, ensuring a high-quality service is provided to our Board and Committee members, customers and stakeholders at all times
- Support the Governance team to carry out all governance requirements ensuring that Eastlight remains compliant with regulations and that decisions are made in accordance with the governance framework
- Develop and maintain a positive and professional relationship with Board and Committee members, the Executive Management Team, Leadership Team, customers and stakeholders

Key Functional Responsibilities

- Provide full secretariat support for Boards, Committees and Working Groups: Liaise with the Lead Officer and Chair, preparation of agendas, creation and collation of meeting packs, minute taking, following up on action points and updating attendance registers
- Support the Governance team in arranging recruitment campaigns, Agreement for Services and inductions for Board and Committee members
- Deputise for the Senior Governance Advisor or Company Secretary, when required, to ensure a continuity of services during absences
- Maintain and report on statutory registers e.g. Gifts & Hospitality and Signing & Sealing of Legal Documents
- Support the co-ordination and delivery of the Annual General Meeting and Special General Meetings
- Manage the arrangements and delivery of Board Away Days and Strategy Sessions and support meetings and events which may occur outside of normal office hours from time to time
- Coordinate and administer the annual Board and Committee appraisal process

- Ensure the group remains legally and regulatory compliant through the identification of new requirements by conducting horizon scanning
- Provide general administrative duties including maintaining statutory and governance records, tracking the progress of governance activities, arranging training courses and conferences, co-ordinating diaries, travel bookings, audits, and support in the preparation of responses to Freedom of Information & Data Subject Access requests etc.
- Undertake any other duties commensurate with this post

Person Specification	
Education & qualifications	<ul style="list-style-type: none"> • None
Experience	<ul style="list-style-type: none"> • Proven experience supporting governance arrangements and servicing Boards and Committees • Proven experience of working with Non-Executive Directors, Leadership Teams and members of governing bodies • Proven experience in taking and drafting accurate, detailed minutes in a formal environment in a timely fashion
Knowledge and Skills	<ul style="list-style-type: none"> • Proven knowledge of governance administration • Proven organisational and planning skills with the ability to manage multiple tasks and prioritise effectively • Proven ability to produce work of a consistently high standard, including attention to detail • Excellent communication and interpersonal skills with proven ability to write reports and present complex information suitable for a variety of audiences • Able to maintain confidentiality and act with pragmatism, discretion and diplomacy • Able to work independently and as part of a team • Adaptable, with the ability to embrace and respond positively to change • Innovative approach to problem solving • Proven knowledge in Word, Excel, PowerPoint, Outlook, Zoom, Teams and the preparedness to learn new applications as required • Resilience with an ability to prioritise and respond to periods of pressure