

Job Description

Title:	Governance Administrator
Salary:	£20,092 per annum pro-rata (Point 7 on the NJC Pay Scale) Actual salary £4,073 per annum for 7½ hours per week
Contract term:	Permanent
Hours:	7½ hours per week
Accountable to:	Chief Executive
Location:	Currently based at our office in Eastbourne, with remote working available. The post may include occasional travel within East Sussex.
Job Purpose:	To support the Governance requirements of the organisation.
Functional Relationships with:	Chair, Board of Trustees, and Senior Management Team.

Key Responsibilities:

1. To work effectively with the Chief Executive to service Board Meetings, including:
 - a. Creating and maintaining a schedule of Board Meetings, Sub Committees and governance workshops
 - b. Collating meeting packs and supporting papers
 - c. Liaising with managers and colleagues contributing to Board papers to ensure reports required by the Board are submitted in good time and in line with an agreed schedule.
 - d. Using the Board's MS Teams channel, to distribute full meeting papers at least seven days in advance of formal Board Meetings
 - e. To prepare accurate and concise minutes of meetings, ensuring all decisions are accurately recorded, and indicating who is responsible for any agreed action
2. To ensure accurate governance records are held, including:
 - a. Trustees' terms of office,
 - b. attendance and apologies for meetings and training,
 - c. creating and maintaining electronic governance records including terms of reference, committee membership, pecuniary interests and Trustee and Membership lists
3. To support the recruitment and induction of Trustees:
 - a. advising the Chief Executive and Chair of expiry of terms of office, in advance of terms expiring, so elections or appointment can be organised in a timely manner

- b. coordinating the recruitment process, including scheduling interviews, organising an open evening and liaising with prospective Trustees
 - c. supporting the induction of new Trustees,
 - d. scheduling training and shadowing sessions and providing new Trustees with a welcome pack.
4. To support the Chief Executive and Board of Trustees with any changes in governance legislation and procedural matters, ensuring that the organisation's Trustee Handbook is updated accordingly and reviewed annually.
 5. To jointly coordinate any Members' meetings and the Annual General Meeting, working with the Engagement Administrator.
 6. To produce and update the Board of Trustee Year Planner, which includes an annual calendar of meeting dates and the cycle of agenda items
 7. To support correspondence and communications with Carers, Board of Trustees and Members
 8. Keep records up to date at all times and in line with Care for the Carers' policies and procedures
 9. Carry out all the above with an understanding of and commitment to Equal Opportunities
 10. Actively participate in own supervision, annual performance review and personal development.
 11. Act at all times in accordance with Care for the Carers' policies and in a way that will ensure the reputation of the organisation is maintained.
 12. Carry out any other duties commensurate with the post, as agreed with your line manager.
 13. Carry out all of the above with an understanding of and commitment to inclusion, equal opportunities and diversity.

Please note, this Job Description is intended to outline the main duties of the post and may change as the post and organisation develops.

September 2021