

Together in Dementia Everyday (tide) and Life Story Network CIC (LSN)

Job Description – Governance Manager

Job Title:	Governance Manager
Contract:	Fixed term to October 2021 – with potential to extend
Hours:	Full time (35 hours a week) to be worked flexibly in accordance with business policies.
Probation:	Three months
Location:	The post-holder will work remotely, with occasional visits to the tide Head office at 151 Dale Street Liverpool, L2 2AH when required and circumstances allow.
Salary:	£35,000 per annum

General Context

Our vision is a world where carers of people with dementia can easily connect with others and use their voices, and where society reflects and responds to their unique needs. At tide, we value, respect and support carers and former carers of people living with dementia. We use lived experience to enable a diverse range of carers to have a powerful collective voice. This helps carers to raise awareness of their unique needs and rights, and influences practice, policy and research at all levels.

The Life Story Network CIC (LSN) is a key part of the tide charity and offers consultancy and training to support vulnerable people, as well as being part of a broader strategy review, with key links across health and social care professionals.

Carers of people with dementia have never had such an important role and contribute millions to the economy in health and social care. They have a right to have their voices heard at a local and national level, creating a better life for others.

Job Summary

The Governance Manager role is key in providing a vital link across the LSN and tide charity and will support the Chief Executive and Board to fulfill their responsibilities.

The role is a key interface between the Senior Management Team and the Trustees and will be responsible for ensuring governance responsibilities are managed efficiently and effectively, in accordance with industry best practice. This includes acting as company secretary, advising and supporting the governance arrangements, issuing notices of meetings, preparation and circulation of relevant papers and recording the business transacted.

The role will also be responsible for internal governance, including the development and oversight of organizational policies and procedures, working closely with the Senior Management Team to establish processes that ensure material compliance.

Management and Key Relationships

Reports to:	Chief Executive
Responsible for:	Business Development Manager and Support Officer Finance Manager and Project Staff
Key relationships:	Chair of Board and Chairs of Board Committees Chief Executive and Senior Team Training and Development Manager National Carer Involvement Leads

Main Responsibilities:

Governance – Safe Legal & Efficient

Work closely with the Chair of the two Boards and Chief Executive to provide the appropriate company secretary duties for the safe, legal and efficient running of the Board and tide Charity. These will include:

- Ensure compliance with the latest requirements and guidelines of the Charity Commission, OSCR and Companies House and that all relevant Companies Act and Regulatory matters are appropriately managed, including changes in the organizational structure.
- Lead in the delivery of productive Board and Committee meetings through effective stakeholder engagement, planning, agenda setting and use of management information.
- Provide corporate governance advice to key stakeholders and colleagues under applicable regulatory legislation and internal policies and procedures.
- Lead in the management of a forward looking calendar of Board and Committee meetings to ensure appropriate and timely reporting and escalation of matters arising.

Operational Management: High Impact, High-Quality Service Delivery

Develop, implement and maintain project plans for both LSN and tide that ensure the smooth running of both organisations, enabling all team members to be clear about how they contribute to the achievement of LSN and tide's missions and objectives as well as to future business development. This will include the following:

- Ensure that all policies are regularly reviewed and all staff are aware of the need to be compliant with best practice and legal requirements, reporting any material changes or issues to the two Boards as necessary;
- Develop and manage the internal corporate risk assessment and quality assurance processes, reporting to Boards;
- Work with the CEO and Senior Management Team to ensure that legal and regulatory requirements are fulfilled and embedded into the organizations;
- Ensure that the organization meets its statutory obligations with regards to health, safety and the environment;
- Monitor and review contracts with internal and external suppliers to ensure the best value for LSN and tide;
- Work with project staff and external contractors to ensure that information from programmes is submitted on time, recorded accurately and reported to the two Boards as appropriate
- Work with the CEO and Senior Management Team to support the implementation of the Client Relationship Management system;
- Work with the Senior Management Team to develop and maintain HR records including supervision, appraisal, training and development;
- Ensure systems are in place to safeguard LSN and tide's intellectual property, confidential data and information under Data Protection provisions;

Resource management

- Work with the Chief Executive and Operations Manager to establish and manage a budget for the operational management of the business in both LSN and tide charity;
- Ensure timely completion of annual accounts, HMRC payments, VAT returns, Companies House and Charity Commission and full compliance with our Standing Financial Instructions;
- Work with the Business Development Manager to provide HR and other operational information required for funding proposals, tenders, grants, sponsorship and commissions, using a full cost recovery model;
- Manage the recruitment, induction and departure of employees, including the asset register;

Project management

- Manage specific grant funded or commissioned projects, including line management responsibility for project staff

General Responsibilities

- As an active member of the senior management team, contribute to the corporate development of tide and LSN, including income generation;

- Deputise for the Chief Executive on a planned basis;
- Participate in internal and external meetings and events, behaving as a role model and promoting and supporting communication channels and relationships that reflect positively on LSN and tide;
- Comply with LSN and tide’s policies and procedures, including health and safety policies and guidelines, taking responsibility for own safety and that of colleagues and others as applicable;
- Participate in regular supervision and appraisals with the Chief Executive;
- Participate in training and take personal responsibility for development in the role;
- Ensure that direct report and wider team members complete mandatory training;
- Undertake other tasks, duties or projects which may arise from time to time, which are commensurate with the general level of this post and as directed by your line manager.

Person Specification

ATTRIBUTE	ESSENTIAL	DESIRABLE	HOW ASSESSED
Education/ Qualifications	<ul style="list-style-type: none"> • Degree level or equivalent business qualification, with evidence of relevant continuing professional development or equivalent practical experience in a similar role 	<ul style="list-style-type: none"> • Diploma in Charity Management • Project management skills or equivalent 	Application form
Experience	<ul style="list-style-type: none"> • Substantial experience in management and governance • Experience of presenting at executive level • Experience in a regulated firm • Good working knowledge of HR policies and procedures 	<ul style="list-style-type: none"> • Experience of working in a Company Secretary role or equivalent 	Application form /interview/ references
Knowledge	<ul style="list-style-type: none"> • Good Working Knowledge of Health, Social Care and Third Sector • Detailed knowledge of charity governance requirements 	<ul style="list-style-type: none"> • Relevant legislation across the UK, including safeguarding & Protection of Vulnerable Groups across 	Interview/ application form

		the four nations.	
Skills/Abilities	<ul style="list-style-type: none"> • Strong analytical skills, including numerical information and presentation of solutions • Excellent verbal and written communication skills • Interpersonal skills and the ability to work well with people at all levels • Attention to detail, well-organised and ability to work, under pressure • Excellent IT skills • Leadership and team working 		Application form/ Interview / references
Other		Ability to drive and car owner	
Values	<ul style="list-style-type: none"> • Transparent • Tenacious • Inclusive • Empathetic 		Interview & probation period

OUR VALUES	OUR BEHAVIOURS
Transparent	We will be upfront, open, and honest with ourselves and others. To build trusting relationships, we will share our rationale for making decisions and taking actions even when this may be difficult to do.
Tenacious	We will have the courage and resilience to remain dedicated to our mission and have the humility to consider alternative ways of doing this where this will lead to a greater impact on improving people's lives.
Inclusive	We will always value the diversity of perspectives, experiences, knowledge, skills, cultures and beliefs that people have to share and contribute in the pursuit of our mission. All voices will be welcomed and all contributions recognised.
Empathetic	We will aspire to understand the feelings of everyone we work with so that they feel valued and respected.