**Governance Officer/Executive PA – Job Advert January 2025**

Hours: 21 hrs per week. We are supportive of flexibility in the role but there will be key meetings and deadlines.

Salary: £16,216.20 (full time equivalent £28,571.40)

Location: hybrid working

Are you an organised and proactive individual with a keen eye for detail? Do you thrive in a role where you can support the strategic direction of an organisation and make a real impact behind the scenes? If you are looking for a challenging yet rewarding administrative role, we want to hear from you!

We are looking for an experienced administrator to provide expert and confidential administrative support to the CEO, Exec team and the board of trustees, so that Sheffcare can carry out our governance responsibilities effectively.  We are a successful social care charity and your ability to organise and advise us will be vital to our ongoing development and improvement, so that we can provide even better care.

We are a values-driven charity, committed to delivering high-quality care and support to the residents we care for. We are now looking for a Governance Officer/Executive PAto join our team and provide efficient administrative support to the charity’s board, sub-committees, and Exec team.

**Key Responsibilities:**

As the Governance Officer/Executive PA, your responsibilities will include:

* **Governance Support:**

Provide expert advice to the CEO and trustees on good practice in charity governance and on effective governance processes. This will include (but is not limited to) overseeing our policy list and risk register, tracking review dates, and ensuring documents are written in our standard format

Provide support to the Trustees and Exec team to ensure compliance with other statutory requirements, for example for the CQC or Charity Commission.

Ensure that all electronic documents relevant to Sheffcare’s trustee business (including if relevant different versions and updates of documents) are held securely, well-organised and accessible to trustees and the CEO.

* Plan the schedule for governance meetings and committees, in consultation with relevant chairs, and identify agenda items.
* Prepare and distribute meeting papers and agendas to all parties at least 7 days in advance.
* Take minutes at meetings, prepare drafts for chair approval within 2 working days, and distribute final minutes promptly.
* Record attendance and ensure meetings remain quorate, notifying the chair if the meeting becomes non-quorate.
* Work with the governance chairs and CEO to maintain records of the membership of committees, terms of reference, and business interests; manage vacancies, appointments, and Trustee recruitment strategies.
* Ensure new Trustees receive appointment letters, induction materials, welcome packs, and necessary training.
* Maintain confidentiality of information and act as the main correspondent for governance matters.
* Ensure the annual appraisal of the CEO and register of interests are completed with the Board Chair.
* Provide additional administrative support for governance, including ad hoc meetings as needed.
* **General Administration Support:**
* Provide professional call, email answering and stationary ordering services for Central Support.
* Manage complaints in line with our procedure, maintaining a complaints/compliments log.
* Assist with the management of the ‘on call’ rota.
* Organise conferences, travel, and accommodation for the executive team as required.
* Support the executive team with survey production and analysis across various stakeholders.
* Maintain internal communications in line with our guidelines and assist with ad hoc minute-taking.
* Coordinate ordering of flowers, meeting refreshments, and any other administrative tasks as needed.
* Occasional fact finding and research

**What We’re Looking For:**

We are seeking a highly organised person with excellent administrative and communication skills. You should be confident in managing multiple tasks, working flexibly, and maintaining confidentiality at all times.

Key requirements include:

* Strong organisational skills and attention to detail.
* Excellent written and verbal communication skills.
* Ability to manage multiple priorities, deadlines, and ad hoc tasks.
* Proficiency in Microsoft Office and electronic filing systems
* Willingness to travel to various Sheffcare sites as required.
* Flexibility to work in line with the charity’s needs, including some evening work for meetings.

**What We Offer:**

We offer a dynamic and supportive working environment where you will play a pivotal role in the governance and smooth running of the charity. You will have the opportunity to work closely with senior leaders and contribute to the overall success of the charity.

**We also provide:**

Annual leave which increases with length of service

Enhanced maternity pay for those with over 5 years’ service

Free DBS check

Free NHS Blue Light Card

Eligibility for The Company Shop membership

**Ready to Make a Difference?**

If you have the skills and enthusiasm to support the charity’s governance and administration needs and want to be part of a compassionate, values-driven team, we would love to hear from you.

Please be aware that all positions require an Enhanced DBS check as part of our commitment to safeguarding, full employment history details and reference information covering a minimum of 5 years. The aim of enhanced background checks is to ensure that we recruit a high-quality team.

Get in touch today to start your journey with our team by completing our online application form.