**Communication & Governance Officer**

**Infinity Academies Trust**

**based at Head Office, Woad Farm Road, Boston, Lincs. PE21 0EF**

**Hours: 37 per week (term time only + 5 inset days)**

**Salary Scale: G8.21 – G8.24**

**Actual Salary: £24,415 - £27,448**

**Permanent position from 20th April 2022 or as soon as possible thereafter**

**Background**

Infinity Academies Trust is a growing Multi-Academy Trust currently consisting of seven schools. It is a Church of England MAT and provides a home for both Church schools and Community schools. As the Trust has grown as has its central team. The Central Team currently consists of a CEO, Education Director, Operations Director, Finance & HR Director, Teaching & Learning Lead and Administrator. We believe that we offer very effective support to our schools and as our Trust grows we want to ensure we are able to maintain these high standards and continue to add value in all we do.

**Role**

We are looking to appoint an enthusiastic, organised and self-motivated person to lead on Governance across our Trust. The role will involve supporting the Executive Team, Local Governors and Trustees and acting as the Trust’s Governance professional. The successful candidate will become the main point of contact for the coordination and organisation of meetings, training and events as well as ensuring effective induction for new Governance volunteers.

The successful candidate will also be a crucial part of the Trust’s communication strategy through the promotion of the Trust’s work and the sharing of information with key stakeholders.

**The role will involve**:

Organisational management

• Working with the Operations Director and Trustees to develop a strategic vision for effective Governance and Communication across the Trust.

• To track and monitor the agreed actions of the Trust Development Plan.

• Establish Governance reporting to ensure that the Executive Team effectively lead Governance for the Trust.

• Supporting the OD in translating our strategic vision into agreed objectives and operational plans for the Trust

• Be recognised as the Governance professional within Infinity Academies Trust

• Establish the annual meeting calendars across the Trust for all ADC/IEC Groups

• Review, prepare and circulate policies and maintain cycle for review on Every

• Provide guidance on governance matters across the Trust

• Ensure the Trust website is up to date with Board and Local Governance/Pecuniary Interests are maintained

Operational standards and outcomes

• Provide quality assurance for each ADC/IEC Clerk and develop the team to support the committees.

• Provide quality assurance of the processes and publication including the functional designations, attendance and business interests are maintained and updated accordingly.

• Develop a way to quality assure the recording of good governance.

• Support the Executive Team and Trustees in holding Chair of ADC’s to account including managing the agenda and minutes of all Chairs of meetings including the setup of Team Meetings.

• To organise Trust Board meetings and the AGM. This will include scheduling meetings, preparing agenda, collating papers and ensuring their timely distribution, attending meetings, preparing minutes and follow-up action plans

• To manage the process for appointments and elections of Trust Board members

• Advise the Board on its core functions, procedural matters, statutory guidance, and best practice in governance

• Know where to access appropriate legal advice and support (Charity and Company), and where necessary seek advice and guidance from third parties on behalf of the Board, including changes to Trustee responsibilities as a result of changes in the relevant legislation

• Ensure that the Board and each Sub-Committee is properly constituted with appropriate terms of reference.

• Send new Trustees induction materials and ensure they have access to appropriate documents, including the Code of Conduct, and training where required

• Ensure that Trust wide policies and other statutory information are in place (and published on the Infinity website where necessary), and subject to an appropriate Board review process

• To deputise for any absent clerks to ensure minutes are taken for relevant meetings.

• To support academies with Governance during an Ofsted inspection.

Communication

• Ensure that the internal and external communications strategy is appropriately followed

• Communicate effectively with academy leaders, teachers, pupils, parents and governors.

• Represent Infinity Academies Trust effectively to key external partners.

• Confidently use a number of communication tools to share the work and key messages of the Trust.

For more information about the role you are encouraged to telephone and have a conversation with Gavin Booth, CEO. Telephone 01205 345101

**Closing date: Friday 4th February 2022**

**Interview Date: Thursday 10th February 2022**

An application pack is available from the Infinity Academies website, or by email.

 [**www.infinityacademies.co.uk/vacancies/**](http://www.infinityacademies.co.uk/topic/join-infinity)

**Email:** **enquiries@infinity****academies.co.uk**

***The Trust has a clear commitment to Child Protection and Safeguarding Children. All appointments are subject to an enhanced Disclosure & Barring Service check, evidence of proof of right to work in the UK as well as other routine recruitment checks.***