



# Trust Governance and Compliance Manager

## Candidate Information Pack



## Contents

---

3	A letter from Jennese Alozie, Chief Executive Officer
4	About the University of Chichester Multi-Academy Trust
4	Achieve More, Challenge Thinking, Shape Futures
5-7	Governance within the Trust
7	The Trust Family
8-12	Job Profile
12	Privacy Statement
13	What We Offer You
14	Application Procedure

## A letter from Jennese Alozie, Chief Executive Officer

---



Welcome and thank you for your interest in the role of the University of Chichester Academy Trust (“the Trust”) Governance and Compliance Manager. This is an incredible opportunity to join our Trust at this key point in its journey.

This key new role within the Central team of the Trust is essential for ensuring that high quality governance and assurance activities are in place across the Trust. You will be joining a team of leaders committed to the highest standards and sharing our common values.

As Governance and Compliance Manager you will be responsible for ensuring high quality governance and assurance activities are in place across the “Trust”, ensuring this important area of operations is working to the highest standards.

This key post will ensure that effective administration and organisation is in place to underpin the Trust’s governance structures, and will take a co-ordinated and strategic approach to working with and aligning each of those key areas of governance.

If you believe you have the ambition, passion, skills and expertise to make a significant contribution to our Trust and its communities, have a strong understanding and experience of leading corporate governance within a dynamic, multi-functional organisation, where you have collaborated successfully with other functions to deliver on the organisation’s strategic governance objectives, we would love to hear from you.

I hope this information pack provides an insight to our Trust. For an informal discussion about the post please contact Phil Matthews, HR Manager on (01243) 793499.



Jennese Alozie  
Chief Executive Officer

“The Trust’s vision to inspire young people, raise aspirations and transform life chances is shared by the school leaders and governors. Strong and effective relationships exist between trustees, the trust’s officers, governors and headteachers.”

Ofsted Review of the Trust

## About the University of Chichester Multi-Academy Trust

---

The Trust is uniquely placed to make a difference to the local education landscape. Schools who join our Trust do so because they wish to work with like-minded schools who have a shared passion for pupil centred learning, and a desire to work together for the benefit of the wider community that we serve. The Trust is a member of the Confederation of School Trusts and The Queen Street Group.

The Trust has 15 academies in its education family, based in Hampshire, Portsmouth and West Sussex, and a SCITT. Although we share the same vision and values, each of our academies have their own identity which defines them within their local community. The Trust is strongly committed to valuing the uniqueness of each school and governance, through local governing bodies. We offer:

### **Co-Leadership Approach**

The headteachers of our academies all lead their own schools and contribute to the wider leadership of the Trust. Our headteachers have a key role in driving the policies and procedures of the Trust and in leading areas of strategy and projects across our academies.

### **A Shared Vision:**

For all young people to be inspired by an excellent education that raises their aspirations and enriches their lives.

### **A Shared Mission:**

To create a vibrant, inclusive and aspirational family of academies, transforming life chances for pupils through excellent teaching and learning.

## Achieve More, Challenge Thinking, Shape Futures

---

The collective strategic priorities of the Trust are outlined below. The Trust's Education Development Team have developed a programme, with the University of Chichester, to support all teachers, ensuring evidence-informed practice and professional enquiry promote and meet the strategic priorities.

### **Learning and Society**

Ensure our curriculum offer allows all of our pupils to achieve more and identify with their school community and society as they journey through each of our schools and work closely with our University sponsor.

### **Strategic Leadership**

Develop the leadership capacity and impact of our staff so that they are professionally developed in line with our Trust ambitions and their professional learning pathway.

### **Collective Responsibility**

Invest in and support our staff so that they collaborate to strategically raise the standards all pupils reach and embed evidence-based practices that have an impact on pupils' learning and identity.

### **Trust Identity**

Ensure our Trust identity and narrative, including our Equality, Diversity and Inclusion commitment, is known to our communities within and outside of the Trust, so that they see, help shape and benefit from being part of the University of Chichester Academy Trust.

## Governance within the Trust

---

### Our Sponsor

**The University of Chichester is a modern, expanding and ambitious institution with a strong educational heritage.**

The University has a long-standing tradition of delivering high-quality Initial Teacher Training and its researchers are recognised as world leading experts in their fields. The University in 2023 was awarded the top Gold rating in the Teaching Excellence Framework (TEF) by the Office for Students, with Ofsted considering the teacher training programmes delivered by the University as 'outstanding' in both primary and secondary education.

Approved as an academy sponsor in the summer of 2012, the Academy Trust central offices are based in the heart of the University's Bognor Regis campus alongside the University's Teacher Education facility. The staff from the Trust's academies support the University teacher training programme and the University delivers its National Professional Qualifications Programme with support from expert leaders within the Trust's academies.



The Trust contributes to the University's mission to be a learning community which inspires and enables individuals to exceed their own expectations.

#### OUR TRUST VALUES

- Aspirational
- Evidence Based
- Inclusive and Diverse
- Collaborative
- People and Equality focused
- Sustainable

#### THE TRUST VISION

For all young people to be inspired by an excellent education that raises their aspirations and enriches their lives.

#### THE TRUST MISSION

To create a vibrant inclusive and aspirational family of academies, transforming life chances for pupils through excellent teaching, learning and leadership.

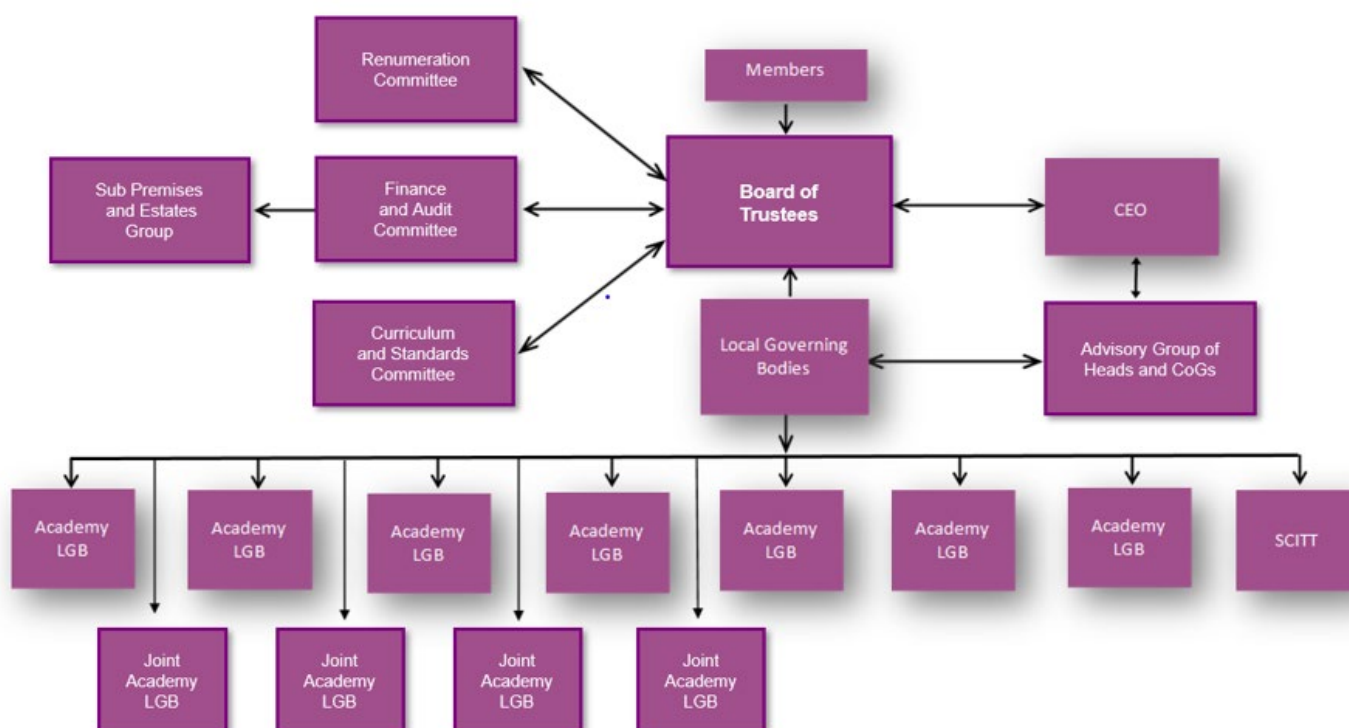
### Legal Structure of the Trust

The Trust has been set up as a company limited by guarantee which is the usual legal structure for academy trusts and other not-for-profit companies.

In order to protect the rights and obligations of the Trustees the University of Chichester Academy Trust is registered in England and Wales as a Limited Company Number 8595545. Our Trustees' therefore, become a Director of the University of Chichester Academy Trust Company.

The governing documents for the Trust are its Memorandum and Articles of Association and these documents set out the role and responsibilities of the two groups of individuals who are responsible for the governance of organisation, our Members and Trustees (the Board).

## Leadership and Governance Structure



### Members

The Members are akin to the shareholders of a company. There are currently four Members, one of whom is also a Trustee.

### Trustees (the Board)

The Board has overall responsibility and ultimate decision-making authority for all the Trust's work, including the establishing and running of academies. The Board has chosen to delegate some responsibilities to governance tiers across the Trust which is set out in a Scheme of Delegation. Focused on a strategic role, Trustees avoid routine involvement in operational matters. The Board hold the Executive Leader, who is responsible for implementing the strategic framework, to account. Further details may be found on our website:

<https://www.unicat.org.uk/about-us/the-trust-team/the-trust-board>

### Local Governing Bodies

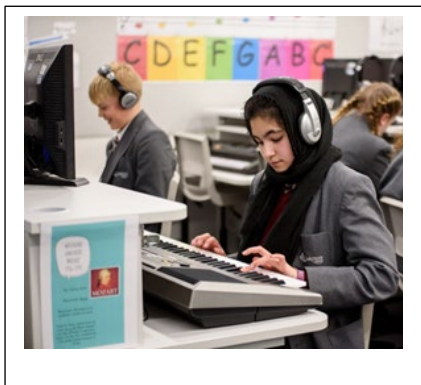
All of our academies have a local governing body, or where beneficial, share a local governing body (LGB) which the Trust supports and values. The LGB is a sub-committee of the Board with communications flowing to and from the Board. The LGB provides critical but supportive challenge to ensure the academy is centred within and knowledgeable of, the local community in which it serves.

### Celebrating the Unique context of each of our Communities

Although we share the same vision and values, each of our schools have their own identity which defines them within their local community. The Trust is strongly committed to valuing the uniqueness of each school and retaining governance at the

local level to ensure the schools reflect the community in which they serve, with trustees and officers sharing this strongly held view.

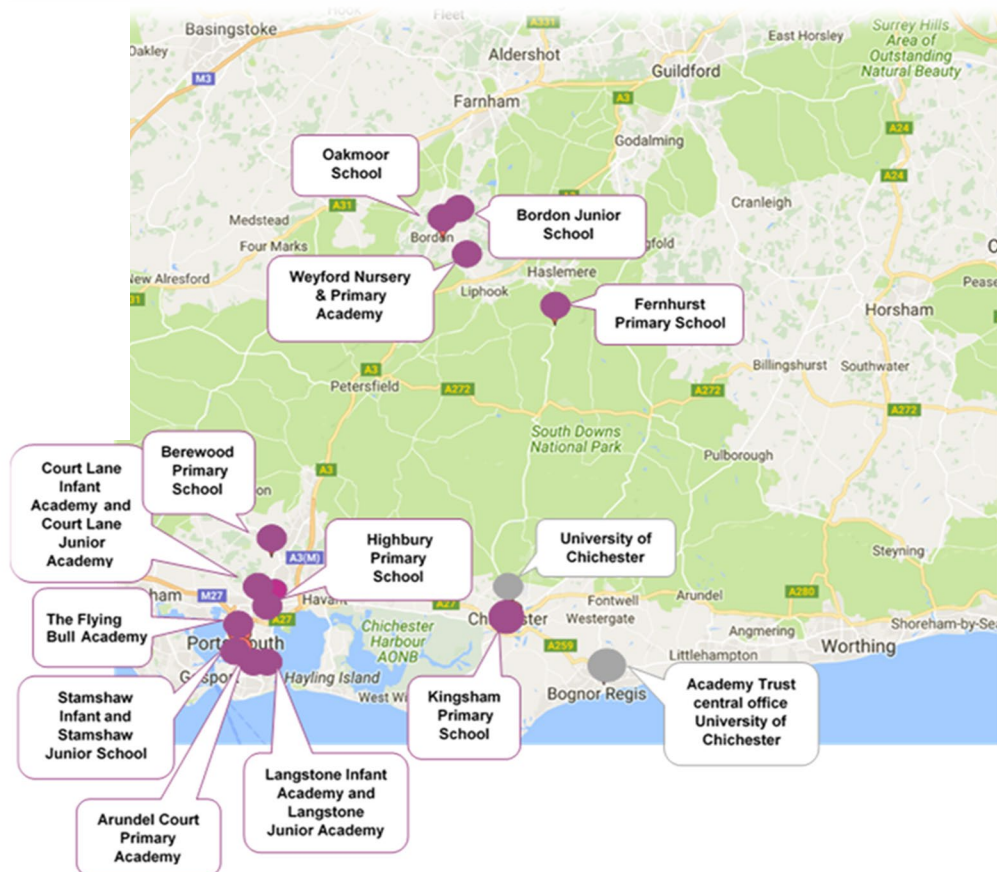
The Trust has a strong belief that an academy should be strongly grounded in its own community, and the scheme of delegation and the Trust vision and objectives, reflect this key driver. The LGB is a sub-committee of the Board with a two-way flow of communication. GovernorHub is used as the portal for governance communication, with resources provided centrally, and best practice drawn from links with agencies expert in MAT governance. The Chairs of Governors attend termly meetings or workshops, including with the Trust's leadership team, strengthening the contribution of governance across the Trust.



*“The Trust’s vision to inspire young people, raise aspirations and transform life chances is shared by the school leaders and governors. Strong and effective relationships exist between trustees, the trust’s officers, governors and headteachers.”*

**Ofsted review of the Trust**

## Our Trust Family



## Job Profile

<b>Post:</b>	<b>Trust Governance and Compliance Manager</b>
<b>Reports to:</b>	<b>Chief Executive Officer</b>
<b>Location:</b>	<b>Based at the Central Office, Bognor Regis, with a requirement to travel to and work from the Trust's Academies across the partnership areas</b>

### Function of the post:

The post holder will be responsible for ensuring high quality governance and assurance activities are in place across the Trust, bringing this important area of operations up to high standards alongside other professional business services.

Ensuring that effective administration and organisation is in place to underpin the Trust's governance structures, the post holder will take a co-ordinated and strategic approach to working with and aligning each of those key areas of governance. They will also provide line management to the Clerks of local governing bodies.

### Principal Accountabilities:

#### Business Administration and Trust Governance Structures

1. Ensure compliance for maintenance of information on the membership of the Board, Members and the Local Governing Bodies, in accordance with legal requirements.
2. Maintain current understanding of the statutory requirements of Trust governance, in order to give effective and timely advice to all tiers of governance on procedural and legislative matters, ensuring correct procedures are followed at all times.
3. Engender a professional focus to the work of the Board and the associated committee structures.
4. Work with the central HR team to develop and deploy a robust strategy for the recruitment, induction and succession for all members of the governance structure of the Trust.
5. Provide line management to the clerks of the individual Local Governing Bodies and promote the sharing of best practice. Liaise with the Clerk network to ensure the Board and its committees are provided with necessary information and supported in executing on its remit as outlined in the constitutional documents.
6. Be responsible for the review and development of the scheme of delegation and other key documents in liaison with the Board and scrutiny Committees to ensure governance structures remain clear and effective.



7. Ensure governance and management processes across the organisation are coordinated, liaising to plan agendas, produce and review toolkits, support training and delivery of effective decision making.
8. If required and agreed between the post-holder and the Trust, the post-holder may also be the clerk to, or deputise for the clerk, to one or more local governing bodies within the Trust. Only when performing this role, the postholder's duties will be as per the job description for that clerking role.
9. Oversee administrative aspects related to trustees and members, taking minutes and meetings and ensuring these proceed in accordance with both statutory and operational requirements.
10. Draft documentation for the Executive or Board as required in conjunction with the Executive.
11. Support the production of key corporate publications, including the Annual Report and Accounts.
12. Support with other governance responsibilities as required.

## Compliance

1. Scope the annual internal audit programme in conjunction with the CEO/Director of Finance and recommend to Finance and Audit/Audit and Risk Committee.
2. Lead procurement of external audits in line with legislative and Trust requirements.
3. Support the internal scrutiny programme, ensuring all reports are provided to the Finance and Audit /Audit & Risk Committee for consideration and findings are incorporated into risk registers and onto the action tracker as appropriate.
4. Oversee policy management and maintenance to ensure best practice and compliance with all statutory requirements; ensuring Trust and academy websites are compliant.
5. Provide executive with updates on the regulatory environment and any actions required.
6. Responsible for ensuring Trust compliance with GDPR and advising on its application to policies and associated processes. Take a lead on the development and implementation of GDPR training and conducting the annual audit.
7. Manage the complaints procedure in accordance with the Trust complaints policy acting and leading on managing compliant investigations.
8. Lead on subject access and freedom of information requests in line with legislative requirements and Trust procedures.
9. Undertake Data Protection Information Audits to ensure compliance and robust data protection across the Trust.

### **Other duties:**

You are required to undertake such other duties appropriate to the grade and content of the work as may reasonably be required of you including to understand and actively embrace the Trust's distinctive sensibility, the qualities, values and characteristics expected of everyone working for our Trust.

### **University of Chichester Academy Trust:**

The Trust's vision is "For all young people to be inspired by an excellent education that raises their aspirations and enriches their lives", and it is our mission "To create a vibrant, inclusive and aspirational family of academies, transforming life chances for pupils through excellent teaching and learning..."

With a supportive and collaborative approach, it is expected our academies are actively engaged and contribute to the work of the Trust; have a shared vision and work within the requirements of the Trust whilst retaining and developing the academy's own identity.

### **Equality and Inclusion:**

The Trust believes that everyone has the right to be treated equally and that the diversity of individuals and groups should be embraced, valued, and respected. We are committed to eliminating any form of discrimination be it direct, indirect, harassment or victimisation, and to support this the Trust has a number of policies that you should ensure you are familiar with and compliant to. Any breaches may lead to termination of employment.

### **Right to Work:**

British Law states that a person cannot be employed to this post if they do not have permission to live and work in the UK. Please advise if you require any guidance or further information.

### **Health and Safety:**

You are responsible for ensuring that workplace responsibilities within the Section are carried out with full regard to, and in support of, the Trust's Health and Safety Policies.

### **Sustainability and Environment:**

The Trust is committed to sustainable development and environmental initiatives. It accepts its environmental responsibilities and recognises the contributions it can make to the resolution of regional and local environmental issues. The Trust will support the academies in continuously seeking to find ways to improve their environmental performance and all staff are required to support these aims.

### **Data Protection:**

You will be responsible for conducting activities in compliance with the requirements of current Data Protection Legislation and the Employment Practices Data Protection Code, especially concerning confidentiality, treatment of personal information and records management.

### **Safer Recruitment:**

The Trust are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. We will ensure all our recruitment and selection practices reflect this commitment.

### Principal Attributes and Person Specification:

Essential requirements are those, without which, the candidate would not be able to do the job. It is expected that the post holder will have the knowledge and qualifications indicated, **or equivalent qualifications and/or experience.**

Desirable requirements are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

	Essential	Desirable	Evidence
<b>Knowledge and Qualifications</b>			<b>Application Interview</b>
Degree level or equivalent experience	✓		
Post qualification experience relevant to the post.	✓		
Knowledge and familiarity with governance structures within public sector organisations	✓		
Relevant degree and/or professional qualification, e.g. The Chartered Governance Institute (formerly ICSA), law, accountancy, GDPR, audit or equivalent knowledge and experience.		✓	
Knowledge and understanding of education legislation, guidance and legal requirements		✓	
Knowledge of DfE and ESFA requirements and Multi Academy Trust best practice.		✓	
<b>Skills</b>			<b>Application Interview References</b>
Strong written and oral communication skills and the confidence to challenge others, at whatever level, when sound corporate governance would be undermined.	✓		
Excellent people skills to support engagement with staff at all levels across the Trust and beyond.	✓		
Proven ability in planning and organisation, with good attention to detail.	✓		
The ability to act with detachment and impartiality in order to serve the best interests of the Board and the Senior Leadership Team.	✓		
Confidence in interpreting and applying legislation.	✓		
Integrity and a respect for confidentiality	✓		
Ability to prioritise and to keep to deadlines within a challenging environment.	✓		
Ability to rapidly develop confidence and trust with people at all levels throughout the organisation.	✓		
An ability to grasp complex issues and demonstrate sound judgement	✓		
Excellent IT skills	✓		
<b>Experience</b>			<b>Application Interview References</b>
A strong understanding and experience of leading corporate governance with a dynamic, multifunctional organisation, collaborating successfully with other functions to deliver on the organisation's strategic objectives.	✓		

Experience of advising senior management and Boards, preferably within a highly regulated environment.	✓		
Experience of successfully planning and implementing a Strategy which includes improving processes and policies across an organisation.	✓		
Experience in managing/leading a team and or function, setting and monitoring performance objectives.	✓		
Ability to contribute strategically with experience of leading and influencing change.			✓
Experience in a similar role in an education setting.			✓
			✓
<b>Personal Attributes</b>			<b>Interview References</b>
Committed to the values and vision of the organisation.	✓		
Understand, promote and uphold policies for safeguarding children and young people.	✓		
An ability to maintain absolute confidentiality and integrity; being trustworthy and honest.	✓		
Personal achievement of goals through influence.	✓		
Committed to Equality, Diversity and Inclusion.	✓		
Committed to the Nolan principles.	✓		
Committed to excellence in governance	✓		

## Privacy Statement

The Trust collects information about you in order to provide you with recruitment and employment services. We will use this information for the recruitment and selection process and, if successful, to activate employment with the Trust.

The legal basis for processing your personal data is that it is necessary for the performance of the employment contract or in order to take steps before entering into a contract and is necessary for the Trust to comply with a legal obligation.

The legal basis for processing special category data is that processing is necessary for the purposes of carrying out the rights and obligations in the field of employment, that it is necessary for the reasons of substantial public interest and that it is necessary for the purposes of the assessment of the working capacity of the employee.

We will keep your personal information for six months following the interview date if you are not successful, and for the duration of your employment plus six years if you are successfully appointed.

You have some legal rights in respect of the personal information we collect from you. Please see the Trust's website for further details on their privacy notice and data protection policy.

You can contact the Trust's Data Protection Officer at [unicat.org.uk](http://unicat.org.uk) if you have a concern about the way the Trust collects or uses your data.

## What We Offer You

---

### For your career

- An opportunity to lead across a number of academies
- A strong commitment and support for your personal leadership journey
- A strong and supportive Trust Board determined to do the best for our communities
- The opportunity to join the Trust's Leadership Team to make a difference as we drive system improvement in a changing world
- Comprehensive central support, advice and guidance, to enable you to lead progress in curriculum and pedagogy.

### To be part of something bigger

- A collaborative Trust, which inspires innovation and the motivation for leaders to influence and shape the strategy of the wider Trust and the educational landscape
- Partnership with the University of Chichester, with over 180 years of experience in the training of teachers, for research, specialist support, training and academic study
- Opportunities to work with senior leaders and academy staff across the Trust, who are committed to a shared set of values.

### To make a difference

- To be part of a team that makes a real difference to the life chances of our children and young people
- Contributing to the creation of a culture and environment in which staff feel valued, are inspired and work in buildings which promote and enhance child progress and learning.

### Other staff benefits

- Local Government Pension Scheme
- Extensive employee assistance provision including 24/7 telephone helpline and counselling
- Lifestyle health and wellbeing programme
- Access to an extensive personal development programme
- Access to the University's vast Library resources
- Access to the National College resources
- Generous leave entitlement
- Employee Discounts platform, saving £££'s on a range of goods and services
- Cycle to Work Scheme
- Eyecare Voucher Scheme
- Relocation allowance, if eligible
- Security of knowing you are joining an organisation whose sponsor has been promoting education for more than 180 years and was awarded by Ofsted, Outstanding for teacher training.

# Application Procedure

---

Applicants should **complete** an **Application Form** which can be downloaded from the Trust's website [www.unicat.org.uk/find-job](http://www.unicat.org.uk/find-job) and return it by email to [unicathr@chi.ac.uk](mailto:unicathr@chi.ac.uk).

Candidates should complete the application form which can be downloaded from the Trust's website [www.unicat.org.uk/find-job](http://www.unicat.org.uk/find-job) and return it so that it is received no later than 2359 Hrs on 28 July 2024. The Assessment and interview date is to be confirmed.

University of Chichester Academy Trust  
HR Department  
Arran House  
Bognor Regis Campus  
Upper Bognor Road  
Bognor Regis, PO21 1HR

T: 01243 793499

E: [unicathr@chi.ac.uk](mailto:unicathr@chi.ac.uk)

## Application Form Completion

When completing the application form, please refer to the Job Profile and particularly the Person Specification in the context of the accountabilities. Please detail in the application form how you believe your experiences and this role will contribute to our Trust Vision and Mission.

You should provide examples which evidence how you believe your knowledge and qualifications, skills, experience and personal attributes, either at work, or elsewhere, qualify you to undertake the duties and responsibilities set out in the Job Profile.

## CV

You may submit a separate sheet detailing your qualifications and previous employment. All other information requested should be contained within the application form.

If there are any dates unaccounted for you should detail the reasons in the relevant field on the application form.

## Selection Procedure

The shortlist will be completed shortly after the closing date and successful candidates will be invited to a selection process.

Failure to send your application form to the above address may invalidate your application.

## Receipt of Application

Applications are acknowledged (by email whenever possible) within three working days of receipt. If you do not receive an acknowledgement within this time, please contact the Central HR team on the number above.

## Support

If you have any specific support or adjustments that you would like the Trust to consider or arrange for you, please contact either Phil Matthews, HR Manager, [P.Matthews@chi.ac.uk](mailto:P.Matthews@chi.ac.uk) who will be pleased to assist.



University of Chichester (Multi)Academy Trust  
Arran House  
Bognor Regis Campus  
Upper Bognor Road  
Bognor Regis  
PO21 1HR

T: 01243 793500  
E: [unicat@chi.ac.uk](mailto:unicat@chi.ac.uk)  
W: [unicat.org.uk](http://unicat.org.uk)  
T: @chiuniAcademies