

 GOVERNANCE & COMMUNICATIONS LEAD

JOB DESCRIPTION

**JOB TITLE:**  Governance & Communications Lead

**RESPONSIBLE TO:** Chief Executive Officer and Chief Operating Officer

**PURPOSE OF JOB:**  The Trust Governance & Communications Lead plays a crucial role in promoting and sustaining good corporate governance within The Quill CofE Trust. As a trusted advisor to the Trust Board and Leadership teams, the Trust Governance & Communications Lead ensures compliance with legal, regulatory, and governance requirements as well as ensuring positive promotion and communication of the successes of The Quill CofE Trust and the schools it serves.

**DUTIES:**

# A: ****GOVERNANCE PROFESSIONAL:****

* Keeping abreast of legislative, regulatory, and governance issues.
* Providing advice to the Trust Board and its committees on governance, constitutional, and procedural matters.
* Offering effective administrative support to the Board of Trustees, its committees, and members.
* Ensuring proper constitution of the Board of Trustees and its committees.
* Supporting and advising on governance matters specific to the Trust for clerks to Local Academy Boards.
* Building trust with the Board and acting as a confidential sounding board.
* Providing historical knowledge of the Trust.
* Develop and maintain effective strategies and procedures for Governor induction and professional development.
* Work with the Governing Bodies and Directors, enabling them to meet statutory responsibilities by giving objective professional advice.
* Work with Governors to ensure that effective strategies, systems, and support are in place to ensure the safeguarding of children and young people in the school.
* Develop clear annual agendas working alongside the Trust Leadership team
* Support in recruitment of new governors and Directors.
* Keep relevant systems up to date in line with statutory guidance.
* Regularly attend Director's meetings and Governor's meetings as required.

**B: COMMUNICATIONS LEAD:**

* Lead Trust-wide communications activities for both internal and external audiences and stakeholders.
* Work closely with the Trust Leaders to develop and lead the Communications Strategy for the Trust. This includes creating the annual communications plan and overseeing communications across all Trust external channels to maintain the quality of messaging.
* Collaborate with Trust Leaders to improve communication culture and systems within our schools and with parents across our family of schools.
* Proactively identify and target opportunities to celebrate our schools through articles, social media, events, and awards, building strong relationships with local and national media outlets.
* Develop and oversee a robust internal communications program to enhance staff belonging and reduce workload across shared services and all schools.
* Provide high-quality and timely guidance and support to schools in navigating complex communications challenges.
* Help build the Trust’s brand identity and ensure that all communications from official Trust channels maintain the highest quality to enhance the Trust’s reputation locally, regionally, and nationally to support the Trust growth strategy.
* Align Trust events, printed materials, websites, internal networks, and social media content with our values.
* Ensure a strong communications flow throughout the organisation and with external stakeholders by working closely with the admin teams.
* Work with Admin Teams at each school to ensure that effective strategies, systems, and support are in place.
* Drive forward a collaborative culture across the Admin Teams and actively engage with other schools to build effective communities, in which teams learn from one another.
* Develop and lead new initiatives that support positive change.

**C: PERSONAL ASSISTANT TO CEO AND COO:**

* Assisting the CEO and COO in administrative tasks.
* Coordinating meetings, documentation, and communication.

#  D: DEVELOPING SELF AND WORKING WITH OTHERS

# Be a positive role model for all stakeholders.

* Regularly attend school events across the Trust and offer support to staff in running events that support the Trust’s links to the community.

# Treat all people fairly, equitably and with dignity and respect to create and maintain a positive culture in line with the Trust’s agreed vision and values.

* Ensure effective planning, allocation, support, and evaluation of work undertaken by teams and individuals, including clear delegation of tasks and devolution of responsibilities.
* Acknowledge the responsibilities and celebrate the achievements of individuals and teams.
* Develop and maintain a culture of high expectations and aspirations for themselves and for others, taking appropriate action when performance is unsatisfactory and giving and receiving effective feedback.
* Regularly review their own practice, set personal targets, and take responsibility for their own personal development.
* Give and accept support from colleagues and the Trust.
* Have regard for the well-being of themself and others, managing their workload to promote a healthy work-life balance and encouraging and enabling others to do likewise.

# E: STRENGTHENING COMMUNITY

* Act as the public face and an advocate of the Trust, effectively representing its interests and those of the pupils.
* Engage in dialogue with all stakeholders to build partnership and understanding of shared values, beliefs, and responsibilities, reflecting on, and taking account of their views.
* Build a culture which takes account of the richness and diversity of the communities served by the Trust and of the global community.
* Ensure that effective strategies, systems, and support are in place to ensure the safeguarding of children and young people in the school, and work with relevant agencies for the protection of children.
* Create and maintain an effective partnership with parents and carers to support and improve pupils’ achievement and personal development.
* Regularly attend school/Trust events or events that impact on the schools/Trust and offer support to staff/community in running events that support the school/Trust’s links to the community.
* To help to promote a vision of a Church of England Trust witnessing its Christian values in its local community.



GOVERNANCE & COMMUNICATIONS LEAD

PERSON SPECIFICATION

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|  | **Essential** | **Desirable** |
| **Experience, Qualifications and Knowledge** | * Experience of clerking Governance meetings.
* Experience and knowledge of education provision and governance.
* Knowledge of governing / trust board procedures.
* Writing agendas and accurate concise minute taking.
* Working accurately and effectively with highly detailed procedures.
* A thorough understanding of up-to-date safeguarding requirements and best practice.
* Ability to work in an organised and methodical manner, maintain efficient record keeping systems.
* Attention to detail and tenacity in following up leads.
* Ability to communicate with a range of audiences including colleagues and governors.
* A sound knowledge of a range of computer applications including design/presentation/communication packages. Proficient keyboard skills.
* Experience of using online and social communication media. Experience of undertaking a range of clerical duties including a range of computer applications.
 | * Accredited clerk programme certification or level 3 qualification
* Knowledge of educational legislation, guidance and legal requirements.
* Knowledge of GDPR legislation.
* Experience of working in a pressurised environment.
* Experience using Governor online platform.
* Strong networking and presentation skills.
* Knowledge and understanding of media, including social media. Excellent social media awareness and the ability to use all major social networking platforms.
* Proven experience as an Administrative Officer, Administrator or similar role.
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| **Leadership Skills and Abilities** | * Ability to relate to, and work with, others as members of a team.
* Experience of motivating and supporting others.
* Experience of formulating, implementing, and monitoring policies and procedures.
* Handling confidential data and using an electronic database
 | * Proven experience of team leadership across a Trust.
* Experience of formulating, implementing, and monitoring policies and procedures.
* Designing systems and procedures that support the organisation to function efficiently and consistently
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| **Personal Qualities** | * Ability to relate well to children and adults.
* Ability to demonstrate enthusiasm and commitment to the role.
* Experience of identifying needs and setting priorities.
* Ability to work under pressure.
* Good interpersonal skills.
* Ability to work autonomously and as part of an inclusive team.
* Commitment to uphold the Christian Ethos and vision of the Trust.
* Ability to work flexibly to meet deadlines and respond to unplanned situations.
* Excellent time management.
* Excellent record of attendance and punctuality.
 | * Christian commitment.

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| **Other** | * Committed to safeguarding and promoting the welfare of children, young people, and adults at risk.
* Committed to Health and Safety.
* Committed to equal opportunities and inclusion.
* Committed to continued professional development.
* Compliance to Data Protection Act 2018 and GDPR principles/requirements; understanding and commitment to safeguarding principals/requirements.
* Driving licence and car access.
* Evidence of professional development.
* Good influencing and negotiating skills with the ability to positively engage others and secure commitment and time
* Works well with people at all levels.
* Have a positive attitude to personal development and training.
* Methodical and organised approach to tasks, with an eye for detail
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