

# Governance Manager for Leeds Diocesan Learning Trust



**Closing date: 9am on Monday 28<sup>th</sup> April 2025**

**Interview date: 1<sup>st</sup> May 2025**



## About Leeds Diocesan Learning Trust

Leeds Diocesan Learning Trust (LDLT) is a Church Trust within the Church of England Diocese of Leeds. It welcomes any school that wants to develop and improve within a culture of mutual sharing and dynamic collaboration.

LDLT opened its doors in September 2022 with a strong vision of full flourishing through loving, living and learning together. As a Diocesan Trust, LDLT is an important part of the Diocese of Leeds' vision for education and was established by the Leeds Diocesan Board of Education to provide high-quality services, support and challenge to an increasing number of schools across the diocese looking to take on academy status. LDLT is an inclusive Trust, established to be a home for schools with or without a religious foundation and it will equally support Church and community schools looking for a secure and nurturing environment, where their uniqueness will be safeguarded.

The Trust has 14 schools across North and West Yorkshire: Craven and Skipton, Leeds and the south, and Ripon with all schools being within the Primary phase. The Trust has aspirations to grow in these three specific geographies over the next five years and to also establish other clusters where demand dictates.

LDLT's small, dedicated central team has a strong focus on school improvement through collaborative working across peer network groups and other mechanisms to provide a real benefit to schools.

Please see below for a job description and a person specification.

Should you choose to make an application, please complete the application form and return to [leanne.noone@ldlt.co.uk](mailto:leanne.noone@ldlt.co.uk)

## Governance Manager

Leeds Diocesan Learning Trust (LDLT) is looking to recruit an experienced Governance Manager to support the governance and compliance of the Multi-Academy Trust (MAT) and the Academies within the MAT.

Hours of work are flexible to meet the needs of the MAT, Trust and post-holder but will not routinely exceed 22 hours per week. Evening work may be required to support Trust activities.

<b>Reporting to</b>	Chief Executive Officer of LDLT
<b>Accountable to</b>	Board of Directors
<b>Duration of Post</b>	Permanent on completion of six-month probationary period
<b>Work Commitment</b>	22 hours per week
<b>Salary</b>	Grade K (FTE SCP29 – SCP32 £38,626 - £41,511, subject to inflationary increases April 2025)
<b>Holiday</b>	The role is offered at 0.6 FTE, with a pro-rata annual leave entitlement of 18 days (based on a full-time equivalent of 30 days, plus bank holidays)
<b>Start date</b>	As soon as possible

The Governance Manager will be responsible for ensuring effective governance across the Multi-Academy Trust (MAT). They will provide high-quality support, advice, and guidance to the Trust Board, Local Academy Councils (LACs), and senior leadership teams to ensure compliance with statutory and regulatory requirements. The role includes policy development, governance training, and ensuring robust governance structures are in place.

### Key Responsibilities

#### Governance Support and Compliance

- Ensure the Trust operates within all statutory and regulatory governance requirements, including the Academies Trust Handbook and Department for Education (DfE) guidance.
- Provide advice and guidance to Directors, Governors, and senior leaders on governance best practices.
- To assist the Chair of the Board in ensuring that all decisions made by the Board are in accordance with its ethos, the Articles of Association, that they reflect the objects of the Multi-Academy Trust and continue to provide public benefit.
- Maintain and update governance policies, ensuring alignment with legal and regulatory changes.
- Coordinate and support the induction, training, and development of Directors and Governors.
- Monitor and support the Trust's governance self-assessment processes and external reviews.

## **Board and Committee Administration**

- Organise and manage all Trust Board and committee meetings, ensuring efficient scheduling, distribution of agendas, and accurate minute-taking.
- Provide administrative support to Local Academy Councils (LACs), ensuring they have the necessary guidance and documentation.
- To manage the school clerks to ensure that governance is properly constituted in line with the Scheme of Delegation and Trust policies.
- Apply an in-depth knowledge of governance in the education sector to identify where governance is working well but also where interventions may be required to ensure that each school is compliant and working within the scheme of delegated authority.
- Support the Chair of the Trust Board and Committee Chairs in fulfilling their roles effectively.
- Ensures that the governance information pack, code of conduct and terms of reference are updated in line with requirements and embedded across the Trust.
- Quality assure local board minutes and records, ensuring that they are consistent and in line with the format, style and content required by the Trust and are up to date.
- Analyse minutes across the Trust, identifying patterns and trends, feeding this back to the CEO and building into own workflow. Taking necessary actions where expectations have not been met.
- Support the development and maintenance of records, including e.g., induction programmes, publication and maintenance of members and registered interests and ensuring that the schools' and Trust's website are compliant, as well as Get Information About Schools (GIAS).
- Play an active role in due diligence processes, communicating with the converting school on the function of the Local Academy Council model of Local Governance, to ensure a smooth transition.
- Define and support the delivery of a professional annual programme of training and development for all tiers of governance and build effective relationships with Governors to ensure good attendance.
- Ensure all governors and Directors have access to the secure, online governance area and ensure it is kept up to date.
- Ensure that an up-to-date register of governors' and Trustees' business interests is maintained.
- Support the Central Team in carrying out Governance Reviews and Skills Audits.
- Manage the Trust's governance calendar, ensuring timely submission of reports and key compliance deadlines.
- Oversee the preparation and distribution of governance documentation, including annual reports, policies, and strategic documents.

## **Stakeholder Engagement and Communication**

- Act as the key point of contact for governance-related matters across the Trust.
- Build strong relationships with Directors, Governors, Headteachers, and other key stakeholders.
- Ensure effective communication between the Trust Board, LACs, and school leaders.
- Support the recruitment and succession planning of Directors and Governors.
- Prepare regular updates for Governors which details key work across the Trust, promoting the benefits and opportunities available.

- Co-ordinate meetings with the Trust clerks, ensuring all stakeholders are invited to forums, events and meetings.

### **Policy Development and Strategic Support**

- Contribute to the development and review of the Trust's governance strategy.
- Support risk management and internal assurance processes.
- Assist in the development of governance reports for external bodies, such as Ofsted and the DfE.
- Maintain the Trust's Scheme of Delegation and Terms of Reference, ensuring clarity and effectiveness, as well as consistency with other Trust policies and external legislation.
- Ensure it is well understood across the Trust and its Schools which policies are Trust-wide and which sit at school level, and where responsibility lies for ongoing development.
- Ensure copies of statutory policies and other school/Trust documents approved by the Local Academy Council and/or Trust are published as agreed, for example, on both School and Trust websites and conduct regular compliance audits, carrying out follow up action and monitoring as required.
- Make all arrangements for the management of formal complaints in accordance with the Trust Complaints Policy and Procedure.
- Provides guidance and administrative support around complaints, including clerking where required.

### **Equality and Diversity**

- The Trust is committed to the provision of equal opportunities and strives to ensure that unfair discrimination does not occur.
- All employees have a duty to ensure unfair discrimination does not occur and to support the implementation of the Equal Opportunities policy as appropriate.

### **Safeguarding Children and Vulnerable Adults**

- The Trust recognises that it has a statutory and moral duty towards safeguarding the welfare of children, young people and, if appropriate, vulnerable adults who participate in any Trust activities and expects all staff to share this commitment.

### **Vision**

- The Trust vision is an essential part of the Trust achieving its core purpose and it is an expectation that these are adopted in daily working.

**Serving and celebrating our unique schools and communities, we will love, live and learn together. Valuing our pupils, staff, governors, and team as people of God, we will deliver transformational learning and the flourishing of all.**



**NOTE:**

The job description is current as at the date of the appointment. In discussion with your line manager your post description may be varied to reflect or anticipate changes in or to the post and you may be required to undertake other duties commensurate with the grade of your post.

The post holder will undertake any other miscellaneous work, deemed suitable by management of the Trust.

**Terms and Conditions**

The employer for this post is the Leeds Diocesan Learning Trust.

This post requires the ability to travel and work directly with academies and the central team. The post holder will be required to work occasional evenings.

The post-holder will have a full driving licence and own a car with business insurance; expenses will be paid for business travel.

Core hours of work will be over 3 days, 22 hours per week, with flexibility required.

This post has a flexibility of working and there will be a hybrid approach to home working and attending the central team office in Wetherby.

The Trust provides an employee pension with competitive employer contribution.

An Enhanced DBS is required for this post. Post holders are also expected to have their own car and driving licence.

All LDLT Trust and Academy business should remain confidential to LDLT.

**Signed: (Employee)** ..... **Date:**  
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**Signed: (Chief Executive Officer)** ..... **Date:**  
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## PERSON SPECIFICATION

<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>• Educated to A Level or above, including a minimum of GCSE (or equivalent) grade C in maths and English</li> <li>• Experience in governance within the education sector, preferably in a Multi-Academy Trust, maintained school, or similar organisation.</li> <li>• Strong understanding of statutory governance requirements, including the Academies Trust Handbook and Charity Commission guidelines.</li> <li>• Proven experience in minute-taking, agenda preparation, and board/committee administration.</li> <li>• Excellent organisational and time-management skills, with the ability to manage multiple priorities.</li> <li>• Strong interpersonal and communication skills, able to build relationships with a range of stakeholders.</li> <li>• High level of attention to detail and ability to ensure accuracy in documentation and compliance.</li> <li>• Ability to work independently and use initiative.</li> <li>• Discretion and professionalism when handling confidential and sensitive information.</li> <li>• Ability to interpret and apply governance policies and regulations effectively.</li> <li>• Strong problem-solving skills and the ability to provide well-reasoned advice and solutions.</li> <li>• Ability to train and develop Trustees and Governors in governance-related matters.</li> <li>• Proficiency in Microsoft Office (Word, Excel, Outlook) and governance software or online board portals.</li> </ul>	<ul style="list-style-type: none"> <li>• Governance qualification (e.g., ICSA, NGA Clerking Certificate, or equivalent) or willingness to work towards one.</li> <li>• Experience working with senior leadership teams and Boards in a strategic advisory capacity.</li> <li>• Knowledge of educational policy and funding regulations.</li> <li>• Experience in managing governance software or online board portals.</li> <li>• Experience in facilitating board evaluations, self-assessments, or governance audits.</li> <li>• Awareness of risk management and internal control frameworks.</li> </ul>
<p><b><u>Other Requirements</u></b></p> <ul style="list-style-type: none"> <li>• Ability to work at times convenient to the Trust requirements including occasional Local Academy Council meetings, including evenings;</li> <li>• Ability to travel to meetings and current/potential schools of LDLT;</li> <li>• Available to be contacted at mutually agreed times.</li> </ul>	