



Chief Executive Officer: Andrew Truby

Chair of the Board Board of Directors: Ann Connor OBE

Head of Governance

Salary	Competitive
Start date	Immediate start / ASAP
Contract	Full-time

St Joseph Catholic Multi Academy Trust is seeking a highly qualified and experienced professional with a strong background in governance, ready to embrace a new and exciting challenge as our Head of Governance.

The Head of Governance plays a critical role ensuring we maintain the highest standards of governance at all times. We are looking for a committed individual to ensure 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.

The ideal candidate will carry a wealth of governance experience, ideally from the same sector, or from other charitable or public sector environments and will be deeply committed to the Trust's aims and values.

The Head of Governance will ensure the efficient functioning of the board and its committees by providing:

- administrative and organisational support
- guidance to ensure that the board works in compliance with the appropriate legal and regulatory framework, and understands the potential consequences for noncompliance; and
- advice on procedural matters relating to the operation of the board.

As a key member of our Trust Central Team, you will principally support the six features as set out in the Governance Handbook. Our directors play a pivotal role and include highly qualified and well-regarded members of the community, each of whom bring a wide range of commercial, professional and educational expertise to our Trust. Your vital administrative, organisational and process support and advice will ensure effective and efficient governance at Trust level.

Key responsibilities:

- To clerk the Trust Board meetings and its committees – providing procedural, legislative and constitutional advice and guidance on governance related matters.
- Work with the Director of People and Operations, Board, Directors and local governors to develop effective governance structures, ensuring compliance with legal and regulatory requirements.
- Ensure that governance is aligned with the Trust's strategic objectives, vision, and values.
- Develop and manage policies and procedures to ensure good governance and compliance with relevant legislation.



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- Provide governance advice and support across the Trust, ensuring that local governors are trained and equipped to fulfil their roles effectively.
- Maintain accurate records of Trust governance arrangements, including the appointment of trustees and governors.

There are many good reasons to work with us. We have a real sense of community, striving to make a difference to children's education. You will be part, too of the wider Archdiocese family and in the company of some of the best people in education. We also offer a variety of benefits, such as:

- Competitive salaries and pay progression
- Flexible working
- Access to extensive professional development opportunities
- Generous holiday entitlement 39 days including bank holidays.
- Generous pension scheme
- Employee assistance programme
- Competitive terms and conditions of employment

The list is not exhaustive and will grow as the Trust matures.

This role reports to The Head of People and Operations and is based at the Trust's central office in the Port of Liverpool Building, but we offer flexibility to work remotely. The role also requires travel to the schools, when needed. We are keen to understand how this role could work for you and are open to consider flexible working options.

St Joseph Catholic MAT is an equal opportunities employer and welcomes applications from all sections of the community.

For an application pack, please contact Lisa Kelly recruitment@sjcma.co.uk.

For an informal discussion with our Head of People and Operations, Fay Callow, please contact fcallow@sjcma.co.uk.

Closing Date: 17th June 2024

Shortlisting: 18th June 2024

Interview Date: w/c 24th June 2024

Trust website: www.stjosephmat.org.uk

St Joseph Catholic Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. Successful applicants will be required to undergo an enhanced disclosure and barring service check. In addition, as part of the shortlisting process, and in accordance with statutory guidance, we will carry out an online search (for publicly available material) to help identify any incidents or issues that have happened which we may want to explore with shortlisted applicants at interview.