



**Diocese of Brentwood**

**Governance Development Officer**

**(2.5 days per week - 17.5 hours per week - 40 Weeks a Year – Term time plus 2 weeks)**

**Salary range £39K - £45K FTE depending on experience (plus 10% pension contribution).**

**Reporting directly to the Diocesan Director of Education**

**Initially this post will be on a fixed term contract for 12 months**

**JOB DESCRIPTION**

***The main purpose of the role is to lead and coordinate the development of a programme of training and support for Governors in Catholic schools across the Diocese of Brentwood.***

The ideal candidate will have previous experience of Governor Support and possibly some HR or legal experience, possess excellent interpersonal, organisational and communication skills with a professional but cheerful demeanour. You will have a good level of competency in ICT and will have some familiarity with web based resources and training materials. You will have an enquiring mind and a passion for detail and accuracy.

**The Role within the Education Department**

- *Contribute to the maintenance of accurate school governor records*
- *Answer queries from Chairs of Governors and Senior School leaders in relation to Governance by telephone, email or in person*
- *Develop a comprehensive package of support and advice designed to meet the changing needs of governing boards of Catholic schools and academies*
- *Correspond with Governors and trainers on behalf of Brentwood Diocesan Education Service (BDES) to ensure effective support is available and easily accessible*
- *Prepare and develop training materials for use in a coherent Governor training programme through a series of events and presentations building on what is already in place. This includes ensuring online courses (Gift-Ed) are up-to-date*
- *Provide guidance and support of Governors in relation to statutory responsibilities*
- *Produce a monthly Governor newsletter and a twice termly Chairs news*
- *Coordinate the recruitment and retention of Foundation Governors with the skills needed to drive school improvement*
- *Support governance training and development opportunities for BDES team members*
- *Maintain the Governance Section of the Education area on the Diocesan website*
- *Coordinate a bi-annual Governor conference run by BDES to include on-line attendance*
- *Produce a costed Governance Development Plan*
- *Occasionally some work may include evenings with necessity for some managed use of the normal working day*
- *Any other reasonable requests made by the Director to support the smooth running of the Governance offer*

## **PERSON SPECIFICATION**

### **Essential skills/abilities**

- *Excellent Microsoft Office skills – including Word and PowerPoint*
- *Ability to communicate with confidence at all levels*
- *Superb organisation and time management skills.*
- *Punctual, reliable and able to maintain confidentiality at all times*
- *Ability to plan and prioritise in a busy working environment*
- *Ability to multi-task*
- *Accuracy and attention to detail*
- *Ability to organise and develop sustainable solutions in order to improve what we do*
- *Professional approach with excellent interpersonal skills*
- *Proactive and logical with the ability to stay calm when under pressure*

### **Essential attributes/experience**

- *Relevant experience of Governance*
- *Experience of work in Governor Support or HR/Legal*
- *Enthusiastic and proactive*
- *Genuine Integrity, reliability and trustworthiness*
- *Generosity of spirit*
- *Flexibility – a willingness and ability to embrace change and work hard*
- *Commitment to the highest standards*
- *Commitment to finding solutions*
- *Understanding of the Governor Code of Conduct in schools*
- *Energy, stamina, resilience – and a sense of humour*
- *Disciplined approach to following up on outstanding queries*
- *Tact and courtesy*
- *Understanding of, and empathy for, the mission and ethos of the Catholic Church in education*

### **Qualifications:**

- The successful candidate will be educated to degree level.
- Additional relevant professional qualifications would be desirable but not essential.
- Full driving licence would be an advantage.

*Please send a CV and a covering letter, highlighting why this post is of interest to you and how your skills and experience match the job description and person specification, to [recruitment@brcdt.org](mailto:recruitment@brcdt.org) by **Friday 31<sup>st</sup> May 2024**. Interviews and tasks are likely to take place on **Wednesday 5<sup>th</sup> June 2024**.*