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| **Governance Manager**The Governance Manager plays a crucial role at Mencap. They ensure all our governance activities meet best practice for a charity of Mencap’s size, complexity and mission.Join the team and be part of an organisation passionate about making the UK the best place for people with a learning disability to live happy and healthy lives.  |  |

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| **What will you do*** Ensure that Board and Committee meetings are coordinated and delivered to the highest standard. This includes developing focused agendas, quality and concise papers, action-oriented minutes and effective forward planning.
* Support the Company Secretary to comply with statutory filing and reporting requirements, including serious incidents. Maintain statutory registers and records to support regulatory compliance, for example, information required by Companies House and the Charity Commission, the register of directors and ‘fit and proper person’ checks.
* Ensure the charity complies with its governing documents and regulatory requirements.
* Develop, implement and maintain Mencap’s governance frameworks in alignment with legal, regulatory and internal standards.
* Develop and update governance policies and procedures that are best practice.
* Lead on preparation of Mencap’s annual calendar for major corporate meetings to ensure that all governance requirements are fully met, to support effective decision making and delivery of the organisation’s strategy.
* Lead on the delivery of trustee recruitment processes, and the recruitment and induction of volunteers to governance roles.
* Use initiative to make continuous improvements in our governance practice. Support the ongoing development of Mencap trustees including the processes for inductions, appraisals, skills audits and regular reviews of the Board’s performance. Draft updates for Trustees on issues and developments to support their governance role.
* Act as a liaison between the Board, Executive Team and all directorates in Mencap, ensuring transparent and effective communication.
* Work with colleagues across Mencap to advise and support running effective governance meetings. Provide support and advice on general governance matters.
* Manage specific projects to support of the Governance directorate; and undertake other tasks as requested by the Executive Director, Governance and Company Secretary.
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| **What will you bring*** A commitment to inclusion and improving the lives of people with a learning disability.
* A passion for governance. You will have a keen interest in governance trends and best practice, with an ability to horizon-scan and to advise on governance and policy issues.
* An understanding of the governance requirements of a charity with trading subsidiaries and affiliated partners.
* Experience of working in a role requiring excellent attention to detail and accuracy.
* Highly developed communication and interpersonal skills.
* Initiative to get things done, with a flexible can-do attitude.
* Integrity and professionalism.
* A collaborative approach, working alongside colleagues to resolve issues as they arise.
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| **Your experience*** Experience and expertise in either charity or company governance.
* Experience and success in supporting Boards and committees, with practical knowledge of charity and/or corporate governance best practice.
* Experience of establishing strong relationships with internal and external stakeholders and evidence of strong influencing skills at Executive and Board levels.
* Demonstrable ability and experience of improving organisational effectiveness.
* Experience of making decisions on your own, as well as part of a team.
* Experience of managing and advising on effective business processes.
* Organisation and administration of corporate events and conferences, working within time and resource constraints.
* Experience in being pro-active and finding solutions.
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| **More information about this role** The people who have the most responsibility for how Royal Mencap Society is run are our Board of Trustees. The Board is made up of the Chair of Royal Mencap Society and currently 10 Trustees. At Mencap, at least half of our trustees have a lot of experience of learning disabilities because of personal, voluntary or professional experiences. At least one trustee must be a person with a learning disability. The Board holds responsibility for a range of reserved matters, and gives certain authority to [our Executive team](https://www.mencap.org.uk/about-us/our-executive-team) in order to run Royal Mencap Society efficiently on a day to day basis. The Board has several sub-committees, including Audit, Finance and Risk, Delivery and Strategic Impact, and Remuneration. A Nominations Group is convened to oversee trustee recruitments as needed.  |

**How to apply**

Please apply with an up-to-date CV and covering letter that demonstrates your skills and experiences relevant to this position. We look forward to hearing from you!

**If you require any further information, please contact our Recruitment team on 01733 246699.**

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|  | **Mencap’s values and how they apply to this role** |
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| A pink flame on a black background  Description automatically generated | You will have a genuine passion for changing the lives of young people and supporting their transition into work. |
| A pink hearts on a black background  Description automatically generated | You will advocate for inclusion in the workplace and be a positive role model for learners. |
| A group of pink flowers on a black background  Description automatically generated | You will encourage learners to try new things and step out of their comfort zone, being brave when faced with new challenges. |
| A logo with hearts around it  Description automatically generated | You will highlight and celebrate how unique each learner is. You will positively approach their journey to employment.  |
| A pink sun with a smiling face  Description automatically generated | You will be kind, supportive and encouraging to everyone you interact with.  |