



Post title	Corporate Governance Manager
Salary and grade:	NJC 24 to 27
FTE	Full time, term-time plus 3 weeks OR Full time, 52 weeks
Line manager/s:	Executive Director: Corporate Affairs

Main purpose of the job:

Manage the Trust's corporate governance, policy function and business support, including the clerking team and their associated programmes of work.

Key duties and responsibilities

- **Governance strategy** – supporting the Trust to develop future governance plans in line with the needs of the MAT and best practice nationally.
- **Compliance** – ensuring understanding of, and compliance with, DfE and ESFA standards in all matters of governance including the duties placed upon the Board of Directors, and the publication and sharing of information.
- **Complaints** – ensuring effective handling and monitoring of complaints processes
- **Meetings** – ensuring all meetings are appropriately administered, including scheduling, agendas, and provision of clerking.
- **Policies** – ensuring the Trust has an up-to-date, reviewed, agreed and compliant set of policies.
- **Governors** – the Trust has a clear and systematic process in place to support governors to learn and develop.
- **Flexible approach** – as a key role in a growing Trust, the role will need to retain a flexible approach to supporting the changing and growing needs.
- **Looking ahead** – predicting future needs around corporate governance and infrastructure and putting plans in place to address needs ahead of time.

Other Duties including Safeguarding

Nexus MAT is committed to safeguarding and promoting the welfare of children and young people. The highest priority must be given to following the guidance and approaches to safeguard children and follow all safeguarding procedures outlined by the MAT and member academies.

Person Specification

		Essential	Desirable
Qualifications	Educated to degree level or equivalent experience.	•	
Experience	Previous experience of working in a similar corporate governance, policy or administrative role.		•
	Successful record of creating positive working relationships with stakeholders from all layers of an organisation.	•	
	Experience of managing and supporting the development of a team of staff	•	
	Experience of drafting reports & plans for senior leaders.	•	
	Thinks creatively and imaginatively to solve problems and identify opportunities.	•	
	Attention to detail combined with the ability to think laterally and problem solve, pre-empting and dealing with situations to prevent any adverse issues for the Trust.	•	
Thinking Ability	Able to demonstrate having planned appropriately for future success.	•	
	Able to work in a pressurised environment.	•	
	Effective communicator, with influencing and negotiating skills.	•	
	Results and quality focused individual.	•	
	Analytical and problem-solving skills, using a flexible pragmatic approach.	•	
Personal Effectiveness	Ability to adapt to and manage change.	•	
	High ethical standards with the ability to engage effectively with all staff across the Trust.	•	
	Enthusiastic and self-motivated with the ability to transmit appropriate messages to appropriate audiences.	•	
	Able to be resilient and robust whilst showing compassion in dealing with issues and is calm under pressure.	•	
	Ability to work to specified and often demanding timescales.	•	
	Able to work flexibly, including any service specific	•	

	hours.		
Interpersonal Relationships	Able to build and maintain key relationships with stakeholders such as Directors.	•	
	Demonstrate a firm commitment to the concept of Multi-Academy Trust and desire to see the Trust flourish and expand in a sustainable manner.	•	
	Positive attitude towards learning and development of self and others through continuing professional development.	•	
General	Able to travel to various locations within a reasonable timescale.	•	
	Willingness to undertake any other associated duties as directed by the line manager.	•	