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Corporate & Governance Officer

RESPONSIBLE TO: Corporate Manager

LOCATION: Burngreave, Sheffield

PURPOSE OF JOB:

The role provides effective governance support, coordinating Board and Committee meetings, records, systems and actions to help the organisation remain well governed and accountable.

It also oversees key office management arrangements, ensuring the workplace, supplies, rotas, events, training and other practical support are well organised and delivered efficiently.

In addition, the role coordinates the organisation's insurance arrangements, including annual renewals, claim notifications and ongoing liaison to ensure policy requirements and timescales are met.

PRINCIPLE DUTIES:

Governance

- To prepare Board and committee meeting schedules that are appropriately sequenced to ensure the Board have appropriate oversight of committee matters as per the terms of reference for each group.

- To ensure that meetings are then diarised in accordance with work plans, and that meetings are fully serviced so that all members can participate fully either digitally or in-person, and that any accommodation and catering needs are met.

- To coordinate the preparation for all Board and Committee meetings including the drafting of Agenda's aligned to annual Board and Committee workplans, maintenance of action trackers, quality assurance of papers, and coordination and publication of meeting packs onto Convene strictly within prescribed timescales.

PRINCIPLE DUTIES CONTINUED:

- Provide accurate, professional and accessible meeting minutes of all Board and Committee meetings.

- Coordinate completion of all matters arising from Board and Committee meetings, including maintenance of action trackers, publishing of approved policies and audit actions onto relevant systems.

- Coordinate and administer the Convene system effectively for all users, including providing training and support when required, and ensuring all information remains accurate and up to date.

- Coordinate the completion of declaration of Interests, Gifts and Hospitality registers of staff and Board, and drafting papers for annual reporting.

- Support the administration of the annual Board appraisal process, Board member service plan, and long-term Board succession plan.

- Arrange all bookings for Board training and events, ensuring travel and accommodation needs are met, and execute all events professionally.

- Coordinate the annual insurance renewal, ensuring all questionnaires are completed accurately and to agreed timescales.

- Notify insurers strictly within the timescales prescribed by relevant policies, of all potential or actual claims, and coordinate all claims to completion, advising officers of policy requirements.

Office Management, Health and Safety

- Ensure the proper functioning of the office premises in the timely maintenance of stocks and supplies, including for the franking machine.

- Coordinate volunteer health and safety duty holders and activity, ensuring that the offices remain safe for the use of staff and visitors. This includes recruitment, training, and management of any duty rota, to ensure full compliance with relevant employer health and safety duty.

- Ensure the completion of annual health and Safety questionnaires of staff, and that needs are absorbed into the organisational training plan, including recommending and supporting delivery of initiatives to support colleague wellbeing.

- To coordinate annual reviews of all risk assessments, ensuring all stakeholders are engaged and consulted as appropriate, and timely action is taken where action is required.

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General Employee Responsibilities

CONTINUED PROFESSIONAL DEVELOPMENT

The postholder is required to maintain up-to-date knowledge of relevant sector developments, legislation, regulation, and specialist practice areas applicable to the role. This includes actively engaging in continued professional development to ensure skills and expertise remain current and effective.

EQUALITY & DIVERSITY RESPONSIBILITIES

If you feel that any of the requirements found in the job description cause a specific barrier due to equality or diversity issues you must inform the Corporate Manager so this can be addressed.

Arches Housing aims to advance Equal Opportunities and requires its employees to carry out its policies concerning the above both in terms of employment and as a provider of services in line with Equality Act 2010.

HEALTH AND SAFETY RESPONSIBILITIES

To ensure that your work area is maintained in a clean, safe and tidy manner, all equipment is used safely according to instructions, and that your work is carried out with no risk to yourself, other employees or visitors. Where appropriate you will be required to wear health and safety equipment provided by the association. You should also be aware and familiarise yourself with the "Lone Worker Guide" and adhere to the procedure and recommendations.

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PERSON SPECIFICATION

The following person specification lists the identifiable knowledge, skills and experience required to do the job. This list will be used to set the criteria for the selection of shortlisted candidates and the final appointment.

Key: A = Application I = Interview T = Test E = Essential (shortlisting criteria) D = Desirable

CRITERIA	RELEVANCE (E OR D)	ASSESSMENT		
		A	I	T
EDUCATION AND QUALIFICATIONS				
Further Education level qualifications to A level or equivalent standard (level 4), or equivalent demonstrable experience of working to a high standard in written and spoken English language, and grammar.	E	✓		✓
CGI (Chartered Governance Institute UK & Ireland) Level 3 Certificate in Corporate Governance, or willingness to work towards	E	✓		
First Aid at Work Certificate or willingness to work towards	E	✓		
Fire Marshall/ Warden Certificate or willingness to work towards	E	✓		
NEBOSH Health and Safety at Work certificate or willingness to work towards	E	✓		
EXPERIENCE				
Working efficiently and effectively in an administrative function	E	✓		✓
Accurately maintaining documents and data within computerised record and filing systems within set timescales.	E	✓		
Working in a governance or regulated sector environment.	D	✓		
Planning and delivering successful events that are fully accessible and meet a range of stakeholder needs.	D	✓		
Coordinating a range of internal stakeholders to ensure actions are completed.	D	✓	✓	
Core Competencies				
Highly competent in the use of Microsoft apps including Word, Outlook, Teams and SharePoint.	E	✓		✓

Excellent interpersonal and communication skills with the ability to build and maintain effective working relationships with a range of internal and external stakeholders, establishing rapport and credibility.	E	✓		✓
Highly organised with excellent time management and prioritisation skills.	E	✓		✓
Maintaining confidentiality in relation to a broad range of sensitive and confidential business and personal information.	E	✓	✓	
Fosters an environment of continuous improvement and innovation in their business area and develops creative solutions which add value.	E	✓	✓	
Good team working skills with the ability to work effectively as part of a team and on one's own to achieve results.	E	✓	✓	
Understanding of, and commitment to, equality & diversity in the workplace.	E	✓	✓	
Other Requirements				
Full driving licence with vehicle available for business use.	E	✓		
Able and willing to work flexible hours to attend evening or weekend meetings.	E	✓		

This Job Description Person Specification was created by: Karen Green
Date: 9th September 2026
Version 1.0

This job description and person specification reflects the present requirements of the post. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the Line Manager, the post holder and Human Resources.