

# ***Recruitment Pack***



## ***Head of Corporate Governance***



*A life without limits for  
the people we support*

# Head of Corporate Governance

**37.5 hours per week, Hybrid (Min. 3 days in the office)**

**Salary: £62,537 pa + benefits (April pay review pending)**

We are seeking a highly skilled and experienced Head of Corporate Governance to join our team. The successful candidate will be responsible for the line management and supervision of the Corporate Governance Team and the Corporate Support Services Team, ensuring high standards of service delivery.

A key aspect of the role is to ensure that Board and Committee meetings run smoothly and efficiently, managing actions arising from these meetings ensuring that all actions are properly communicated and appropriately completed.

The role involves company secretary duties, overseeing and assessing the impact of legislative and regulatory developments affecting the organisation, and assisting in developing solutions to meet the organisation's needs.

The Head of Corporate Governance is responsible for coordinating the continued development and implementation of the governance framework, charity code, housing code of governance, risk management framework, annual governance statement, and relevant housing legislation.

Furthermore, the Head of Corporate Governance ensures that St Anne's has effective information governance and manages the DSAR and information governance processes.

Above all, we're looking for passion, fresh thinking and a desire to make a difference. If you have these qualities, we would love you to join our organisation. We look forward to meeting you soon!



**John Cleland**  
Chair of the  
Board of Trustees



**Azra Kirkby**  
Chief Executive  
Officer

# Who We Are

St Anne's, founded in 1971 as a shelter for homeless men in Leeds, has evolved into a major organisation with 1,400 employees serving the North of England. We provide diverse housing solutions, including 570 units of accommodation, and support services for over 1,500 individuals with learning disabilities, challenges of poor mental health, substance misuse, and homelessness and we are a registered Housing Association, regulated by the Regulator of Social Housing.

We partner with various organisations, including local authorities and health care organisation, to deliver our services.

We deliver a range of services across the North of England, including:

- Residential Care
- Respite Care
- Substance Misuse
- Supported Housing
- Homelessness Services
- Day Centres
- Domiciliary Care
- Outreach
- Nursing Care
- Supported Living
- Shared Lives





# ***Our Vision and Mission***

## ***Vision***

**"A life without limits for the people we support".**

## ***Our Mission***

**To provide high quality support to enable people to live their best possible life**



# Our **PROUD** Values

We are St Anne's and we are PROUD to 'make a difference every day'.



**Person Centred** – We place people at the centre of everything we do and think about how our decisions affect them. We promote choice and we treat people as individuals.



**Respectful** – We respect each other's opinions and beliefs and treat everyone with dignity. We ensure an inclusive environment and we celebrate diversity.



**Open** – We communicate in an open, honest and transparent way and we share information with each other. We act with integrity and we do what we say we will.



**Understanding** – We are understanding of the needs of others and we work in a caring and compassionate way. We are kind and we support each other.



**Dedicated** – We are dedicated to improving the lives of the people we support every day and delivering quality services.

**PROUD**



Person Centred



Respectful



Open



Understanding



Dedicated

# ***Commitment to Equality, Diversity and Inclusion***

We are PROUD to have a culture of inclusion, diversity and equality. We have a core set of values created by our staff and these underpin everything we do.

We are PROUD to offer these staff groups and accreditations

## **Stonewall Diversity Champion**



## **Race Equality Staff Network**



## **LGBTQ+ Staff Network**



## **Fresh Staff Health & Wellbeing Group**



# ***Working for St. Anne's***

St. Anne's wants to reward its employees for their hard work. Employee benefits include;

- 28 days Annual Leave plus statutory bank holidays.
- 24 Hour Employee Assistance Programme
- Continuous opportunities for ongoing training and career development
- Cycle To Work scheme
- Refer A Friend recruitment initiative
- Flexible working opportunities (where applicable) upon successful completion of probation period
- Group Personal Pension Scheme
- Discounted income protection scheme
- Free car parking at most services
- Free life assurance cover

# ***The role you will play***

The role of Head of Corporate Governance is pivotal in ensuring the smooth operation and strategic alignment of the organisation. This position is responsible for the line management of both the Corporate Governance and Corporate Support Services Functions, which involves overseeing the teams that handle governance policies, compliance, and administrative support. By managing these functions, the Head of Corporate Governance ensures that the organisation adheres to legal and regulatory requirements, maintains high standards of corporate conduct, and operates efficiently.

As the vice-chair of the Senior Management Team, the Head of Corporate Governance plays a crucial role in shaping the strategic direction of the organisation. This involves collaborating with other senior leaders to develop and implement plans, strategies, and initiatives that drive the organisation forward. The vice-chair position also entails leading meetings in the absence of the chair, facilitating discussions, and ensuring that decisions are made in the best interest of the organisation.

Regular attendance and contribution to the Executive Leadership Team further highlight the importance of this role. By participating in these high-level meetings, the Head of Corporate Governance provides valuable insights and updates on governance matters, ensuring that the executive team is well-informed and able to make strategic decisions. This involvement also allows the Head of Corporate Governance to stay abreast of organisational priorities and challenges, enabling them to align governance practices with the overall goals of the organisation.

One of the most critical aspects of the Head of Corporate Governance's role is acting as the conduit between the Board of Trustees, Committees, and the organisation. This involves facilitating communication and collaboration between these entities, ensuring that the Board's directives and decisions are effectively implemented within the organisation. By serving as the link between the Board, Committees, and the organisation, the Head of Corporate Governance helps to maintain transparency, accountability, and alignment across all levels of the organisation.





# Main Duties of the role

Stakeholder Engagement: The Head of Corporate Governance ensures effective communication and collaboration with Trustees, the Executive Leadership Team, and staff, fostering positive relationships and ensuring that emerging legislation and regulations are appropriately actioned, and progress is reported to the relevant Committees and the Board.

Employee Relations: The role involves line management and supervision of both the Corporate Governance and Corporate Support Services Teams, ensuring quality service delivery and maintaining high standards of performance and morale within the teams.

Challenging Moments: The Head of Corporate Governance is responsible for managing actions arising from Board and Committee meetings, ensuring that all actions are properly communicated and appropriately closed down, even in challenging situations.

Performance Management: The Head of Corporate Governance oversees the performance of the Corporate Governance and Corporate Support Services Teams, ensuring that service levels are met and that the teams operate efficiently and effectively.

Data-Driven Insights: The role involves maintaining and updating governance databases, preparing key documents and presentations for the Board and Committees, and developing and presenting governance and risk reports, providing valuable data-driven insights to support decision-making.



Organisational Development: The Head of Corporate Governance coordinates the continued development and implementation of the governance framework, charity code, housing code, risk management framework, and relevant housing legislation, supporting the organisation's growth and development.



# Main Responsibilities

## The Board:

- Ensure due process and good information flows within the Board and Committees.
- Liaise with the Chair and Trustees for effective Board operations.
- Record Board decisions accurately and follow up on action points.
- Coordinate Board member induction and training.
- Plan and coordinate Board meetings and the Annual General Meeting.
- Support the Chief Financial Officer in producing the Annual Report.
- Act as the key point of contact for regulators and external legal advisers.
- Ensure appropriate insurances are in place.

## Governance Functions:

- Coordinate the review of St Anne's Constitution with the CEO and Chair.
- Provide advice on information governance and compliance with GDPR and the Data Protection Act 2018.
- Serve as Deputy Caldicott Guardian and Deputy Senior Information Responsible Officer.
- File accurate and timely reports to regulators.
- Maintain the register of interests and manage conflicts of interest.
- Manage Committees and distribute agendas, meeting papers, and minutes.
- Lead the annual governance work programme.
- Maintain and streamline risk management practices.
- Provide advice on risk management.
- Ensure governance policies are updated.
- Lead on serious incident trackers and communication with authorities.
- Develop and lead trustees training.
- Manage the Internal Audit Tracker and Audit Universe.
- Manage GDPR breaches and external reporting.

## Company Secretarial Responsibilities:

- Ensure compliance with relevant laws, regulations, and internal policies.
- Maintain statutory registers and records.
- Organise and advise on board meetings.
- Implement board decisions and communicate them effectively.
- Advise on corporate governance matters and best practices.
- Maintain the company's constitutional document.
- Manage company secretarial matters.
- Oversee legal and regulatory compliance.
- Manage the corporate risk register.
- Identify and assess risks to the organisation.
- Develop and implement risk management strategies.
- Ensure the board is aware of key risks.
- Ensure appropriate information governance policies and procedures.
- Manage the organisation's insurance portfolio

## Communication:

- Maintain documentation and make it available for inspection.
- Manage relationships with key stakeholders.
- Prepare key documents and presentations for the Board and Committees.
- Promote good corporate governance through training and communications.
- Plan, update, manage, and maintain governance databases.
- Oversee legislative and regulatory developments.
- Manage the induction process and annual training plan for Trustees.
- Conduct annual reviews for Board, Committee, and ELT Effectiveness.
- Develop and present governance and risk reports

# Employee Specification

<b>Criteria</b>	<b>Essential / Desirable</b>
A strong understanding of governance issues and the relationship between governance and management, with the ability to manage the interface between them successfully.	E
A record of developing and building good professional working relationships working effectively as part of a team with a flexible, pragmatic, and 'can-do' approach.	E
Excellent communication skills: oral, written, and presentation.	E
Strong organisational, management and planning skills.	E
Diplomatic, independent, and operating with the highest probity	E
Integrity, discretion, and excellent judgement.	E
A relevant degree or equivalent qualification with a track record of continued professional development (such as completion of Chartered Governance Qualifying Programme or CGI Chartered Secretary qualification).	E
Knowledge, understanding and experience of working as a governance professional or Company Secretary, CGI Qualified or Part-Qualified	E
Successful record of providing high quality impartial and professional advice regarding governance matters (including but not limited to risk, internal audit, corporate governance, compliance and information governance) to a board.	E
Experience of using a digital Board portal software (such as Team Engine, Convene, Diligent or Admin Control)	D
Demonstrable experience of working in a multi-regulated organisation (such as Regulator of Social Housing, CQC, Fundraising Regulator, Charity Commission, Financial Reporting Council, OFSTED etc.	E

# Competency Statements

**What you need to evidence, to be successful in this role: Please note that all the following criteria are essential.**

## PLANNING & ORGANISATION

Candidates must demonstrate their ability to plan, organise, and manage time effectively. They should provide evidence of their compliance and accountability in ensuring that Board and Committee meetings run smoothly and efficiently, with positive feedback received from Trustees on the quality of service provided.

## TEAMWORK

Candidates must show their capability to work well with other people, collaborating and networking effectively both internally and externally. They should provide examples of their line management and supervision of both the Corporate Governance and Corporate Support Services Teams, ensuring quality service delivery and maintaining high standards of performance and morale within the teams.

## COMMUNICATION

Candidates must evidence their sound communication and influencing skills, as well as their ability to support Board members, including arranging training and facilitating Board visits to services. They should demonstrate their effective communication and collaboration with Trustees, the Executive Leadership Team, and staff, fostering positive relationships and ensuring that emerging legislation and regulations are appropriately actioned.

## CREATIVITY & INNOVATION

Candidates must demonstrate their openness to new ideas, improvement, and change. They should provide examples of handling situations and problems with innovation and creativity, as well as showing commercial and financial awareness. Additionally, they should evidence their experience in developing and implementing risk management strategies, ensuring that the board is aware of key risks.

## LEARNING & DEVELOPMENT

Candidates must show their ability to find and analyse relevant written and numerical information and use it to make sound judgements. They should demonstrate their strategic thinking and the necessary technical skills and aptitudes required for the role. Evidence of coordinating Board member induction and training, as well as developing and leading trustees training, is also essential.

## STAKEHOLDER ENGAGEMENT

Candidates must demonstrate their ability to build client/tenant involvement into all activities and show a client and customer-focused approach. They should provide examples of acting as the key point of contact for regulators and external legal advisers, ensuring effective communication and collaboration with Trustees, the Executive Leadership Team, and staff.

## PERSONAL DEVELOPMENT

Candidates must evidence their self-awareness and responsibility, demonstrating values-driven leadership. They should show their awareness of their level of cultural competence and proactively seek to develop it. Additionally, they should provide examples of supporting other functions as required, ensuring that St Anne's has effective information governance and manages the DSAR and information governance processes.



# How to apply

Please send a detailed up-to-date CV and supporting statement that tells us why you are interested in this role to [mark.howorth@st-annes.org.uk](mailto:mark.howorth@st-annes.org.uk).

The key dates for this process are as follows:

## **Closing Date for applications:**

23:59hrs, Wednesday 16 April 2025

## **Shortlisting Date:**

Thursday 17 April 2025

## **First Round Interview Panels:**

Thursday 24 April 2025

## **Final Round Interview Panels:**

Monday 28 April 2025

If you have any difficulties with these dates, please continue to apply and we may be able to provide some alternative dates. If you have any queries about any aspect of the appointment process, need additional information, or wish to have an informal and confidential discussion with our Chief Executive Officer Azra Kirkby, please contact:

Mark Howorth (Head of Corporate Governance)  
via email

[mark.howorth@st-annes.org.uk](mailto:mark.howorth@st-annes.org.uk)

St Anne's Community Services will respect the privacy of any initial approach or expression of interest in this role, whether formal or informal.

