

GOVERNANCE MANAGER

Job description and person specification

Duration of contract: 18-month, fixed-term contract; Part-time at three days/week

Salary: £32,000 p.a. pro rata

Location: Currently hybrid, both from home and on site (Burlington House, Piccadilly, London). The situation will change according to government advice

Reporting: This role reports into the CEO

Application procedure:

To apply, send a CV, covering letter describing how you meet the person specification, and the names and contact details of two references to: hr@linnean.org

Deadline: Thursday 24 June 2021 12.00 midday

Interview date: Week commencing 5 July 2021

THE LINNEAN SOCIETY

The Linnean Society of London is the world's oldest active society devoted to 'the cultivation of the science of natural history in all its branches'. Today, we deliver a wide range of education, public engagement and heritage programmes to support our new vision of a world where nature is understood, valued and protected. We welcome a wide diversity of nature enthusiasts to become Linnean Society Fellows and Members, as advocates and supporters of the work we undertake.

As a result of a comprehensive governance review, a new CEO has recently been appointed to lead the organisation. The Governance Manager is a new role to support the CEO and President with the ongoing administration of the governance aspects of the society, as well as making progress in the implementation of the recommended governance reforms. The successful candidate will be motivated by the aims and purpose of the organisation.

JOB DESCRIPTION

The post-holder will be responsible for overseeing the administration of governance activities, and support Council and staff to ensure the Linnean Society complies with its Byelaws and other regulatory requirements.

Primary responsibilities:

- Ensure the Society's governance arrangements (systems, processes and record keeping) are up-to-date, accessible and accurately maintained to support Council with fulfilling their statutory duties and governing the Charity effectively
- Organise and carry out the administration of Council meetings, e.g. developing a rolling 12-month Board forward plan, setting dates in advance, assembling and sending out papers
- Attending Council and Committee meetings to write accurate minutes that provide an effective audit trail for how major decisions are made and how risks are identified and handled
- Ensure actions of the Council are followed up in a timely manner
- Conduct an audit of governance policies and ensure they are compliant with the changes in Charity Commission regulations. This may include assisting with drafting new policies, making changes to existing policies that need updating, and maintaining a policy review timetable
- Provide administrative and research support to the Council and CEO for any reviews that may be necessary to the Byelaws
- Assist the Council and the CEO with the administrative and research tasks associated with a review of the various committees, their terms of reference, delegated authority and how they report into the Council
- Provide ongoing administrative support to the various Committees, and ensure their recommendations and actions are captured, followed up and reported to the Council
- Provide administrative support to the Nominations and Appointments Committee, e.g. preparing a Council skills audit, assisting with the identification of new skills required and carrying out the necessary due diligence checks on prospective Council members
- Develop and deliver an informative on-boarding induction process for new Council members
- Assist the CEO and President with the preparation of a regular review of the effectiveness of the Council and individual Council members
- Undertake any other duties that are reasonable for a post of this nature

This job description provides guidelines under which the individual will work, and could be subject to review depending on changing circumstances. This may also include a change of line reporting.

PERSON SPECIFICATION:

<p>Qualifications</p> <ul style="list-style-type: none">• Educated to at least A-level standard (or equivalent) with A*–C grades (Essential)
<p>Experience and knowledge</p> <ul style="list-style-type: none">• A minimum of two years' administrative experience in a governance position and supporting committees to uphold their statutory duties (Essential)• Experience in a non-profit sector, and knowledge of best practice administrative functions and regulatory mechanisms underpinning their successful operation (Essential)
<p>Skills and abilities</p> <ul style="list-style-type: none">• Good written English skills, with the ability to take accurate minutes (Essential)• Able to present information in a clear and concise manner, with meticulous attention to detail (Essential)• Excellent IT, information management and record-keeping skills (Essential)• Able to be discreet when dealing with sensitive and confidential information (Essential)• Good people management abilities – able to act with diplomacy and tact, and to interact in a positive and polite manner with staff and stakeholders (Essential)• Able to work under pressure to tight deadlines and multi-task when necessary (Essential)• Able to work independently, as well as collaboratively and supportively within a small team (Essential)• Able to seek improvements, adapt flexibly to changing circumstances and find pragmatic solutions (Essential)
<p>Personal</p> <ul style="list-style-type: none">• A keen interest in the vision and purpose of the Linnean Society (Essential)• Commitment to the highest professional standards (Essential)• A positive can-do attitude (Essential)