

JOB DESCRIPTION

Title	Governance Manager
Employer	British Universities and Colleges Sport (BUCS)
Team	Governance and Compliance
Manager	Head of Governance and Compliance
Place of work	Hybrid - 20-24 Kings Bench Street, London SE1 0QX
Main purpose of role	<p>You will be responsible for leading and managing a range of areas to ensure the highest standards of governance, integrity and transparency in operation. The Governance Manager will be responsible for reviewing and improving or governance systems, to drive efficiency of operation and support BUCS to deliver best practice in governance for its members. You will support the co-ordination and execution of Board, associated committees, and sub-group meetings, including meeting with Chairs, the preparation and distribution of papers and production of minutes. You will also work closely with the Head of Governance and Compliance and the Sports Governance and Compliance Manager to review and drive improvement of BUCS compliance to internal policy and process and external governance requirements.</p>

MAIN DUTIES AND RESPONSIBILITIES

Corporate Governance

- General
 - Lead the improvement of transparency of governance operations across BUCS membership.
 - Develop and lead on an internal audit process to ensure BUCS is operating in adherence to its Articles of Association, Sport England/UK Sport A Code for Sports Governance, the Charities Commission and the Companies Act.
 - Create and manage a document review tracking system, ensuring accountability and assurance that documentation is reviewed in required timescales.
 - Support the maintenance of BUCS risk management system, ensuring accountability for risk is embedded across the organisation.
 - Create key governance documentation to allow the complaint and efficient operation of BUCS Board, sub-committees and member groups.
 - Lead the review of all governance policies and procedures for BUCS, taking learnings from best practice from across the wider sector.
 - Provide regular strategic advice and insight to shape the future of BUCS governance operations.
 - Develop robust business continuity plans and arrangements to safeguard BUCS.
 - Drive the digitisation of governance systems through innovation, research and collaboration.
 - Assist the Head of Governance and Compliance to complete external governance assessments.
 - Manage the gifts and hospitality register.

- Support the periodic review of the Articles of Association.
- Manage the governance content of the BUCS website and relevant digital systems.
- Attend quarterly meetings with Sport England, to discuss BUCS governance priorities.
- Complete periodic reports and evaluation relating to governance, linked to the provision of funding.
- Board and committees
 - Lead on the Annual elections process for BUCS, ensuring regulations are reviewed and adhered to.
 - Support the review of BUCS governance structures, including Board, subcommittees and member-led groups.
 - Facilitate the development of a process for review of the Board as a collective and individual trustee appraisal.
 - Support the Head of Governance and Compliance to deliver the Annual General Meeting and any Extraordinary General meetings.
 - Review the annual meeting calendar for the Board and associated committees.
 - Where required provide a secretariat service to the boards and committees, including scheduling and meeting organisation, agenda planning, co-ordination, review and publication of the papers, recording accurate minutes and following up on action points.
- Staff support
 - Provide expert advice on regulatory compliance and risk, ensuring information is collated and shared with key individuals required to drive improvement.
 - Work collaboratively with Managers to implement consistent governance processes across BUCS governance infrastructure.

Sport Governance and Compliance

- Work collaboratively with the Sport Governance and Compliance Manager with sports policy development and review.
- Work with the Sport Governance and Compliance Manager to drive efficiency of sport governance processes.
- Provide support to the Head of Governance and Compliance and the Sport Governance and Compliance Manager on key task and finish projects.
- Provide administrative support for disciplinary panels when needed.
- Ensure key governance documentation is in place and consistent for all sport governance committees and is regularly reviewed.
- Support the Sports Governance and Compliance Manager with the Annual Sports Rules and Regulation Review.

Other

- Where required, represent BUCS and engage with member working groups and external organisations on governance related matters.
- Act as the key contact for member institutions for all governance related enquiries.
- Work with the Business and Member Services Officer and all other BUCS staff necessary to deliver good governance in BUCS operations.
- Design and deliver process efficiencies in relevant areas of the business, utilising technology where appropriate.
- Provide support to the rest of the BUCS staff.
- Undertake duties as can be reasonably expected to ensure the smooth running of BUCS.
- Quarterly attendance at member institutions.

This role may involve weekend and evening work as well as some overnight stays at BUCS events (all reasonable expenses will be reimbursed).

PERSON SPECIFICATION

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Research shows that some people don't apply for a role if they feel they do not meet 100% of the person specification. We encourage you to apply for this role if you feel you meet the key skills and knowledge listed below, even if you feel you do not have all of them. We are passionate about identifying the right people to help us develop and thrive.

ESSENTIAL EXPERIENCE

1. Experience within a corporate governance environment with Board and/or committee members,
2. Experience developing and implementing new ideas, systems, processes or initiatives,
3. Experience of audit development and delivery,
4. Experience of creating policies and procedures that ensure good governance standards,
5. Experience working in a compliance environment, including developing rules and regulations,
6. Experience working to multiple deadlines and managing competing priorities,
7. Experience analysing data and producing reports for senior stakeholders,
8. Experience of negotiation within a senior management environment.

ESSENTIAL KNOWLEDGE AND SKILLS

1. In depth knowledge and understanding of A code for Sports Governance and/or the Charity Governance Code and Company Law,
2. Knowledge of risk management processes,
3. Excellent interpersonal and relationship management skills,
4. Excellent administrations skills, including minute taking, agenda creation and action management,
5. Ability to convey complex technical information to a range of stakeholders that are effectively interpreted,
6. Ability to identify problems and areas for improvement, and developing suitable remedial recommendations,
7. Ability to work autonomously, using own initiative to drive areas of improvement,
8. Ability to deal with confidential and/or sensitive information with exceptional diplomacy and tact, and a high level of professionalism,
9. Ability to think logically and consistently,
10. Ability to self-manage/self-motivate,
11. Ability to develop friendly, positive and supportive working relationships with internal and external stakeholders and to provide them with excellent customer service.

DESIRABLE KNOWLEDGE, SKILLS AND EXPERIENCE

1. Knowledge of sport governance structures,
2. Understanding of BUCS competitions and events,
3. Experience of working in a membership organisation.