

Governance Manager

Don't just find a job. Feel it.



We know that how we do things is just as important as what we do, so you'll not only be highly self-motivated with the rigour to pursue goals, but you'll also be a confident collaborator, with the willingness to go the extra mile to get the job done.

Connect with what you'll do

In the role you'll:

- ▶ Lead the development, implementation, and monitoring of RHP's governance framework, policies and procedures to ensure they align with regulatory requirements, best practices, and our values.
- ▶ Provide expert governance advice to the RHP Board, its committees and our subsidiaries as required.
- ▶ Organise and manage board and committee meetings. This includes but is not limited to: taking minutes, the preparation of agendas and papers, ensuring decisions are accurately captured and followed through in a timely manner, and using our board management software.
- ▶ Oversee the identification and mitigation of governance risks. Ensure compliance with all relevant legal, regulatory, and ethical standards, particularly in housing and public sector governance.
- ▶ Lead on maintaining all company registers managing Companies House filing and compliance returns, including execution of the company seal.
- ▶ Build and maintain relationships with internal and external stakeholders to promote the association's governance standards and respond to governance-related enquiries or concerns.
- ▶ Monitor governance effectiveness and continuously improve systems, processes, and practices in line with feedback and evolving best practices.
- ▶ Support annual effectiveness reviews to ensure the boards and committees operate within Terms of Reference and provide accountable decision making and oversight.
- ▶ Ensure timely and accurate reporting on governance matters to senior leadership and the board. Prepare reports on governance performance, compliance activities, and risk management efforts.
- ▶ Advise on governance trends and best practices to ensure that the association remains future-focused and aligned with long-term strategic goals.

Connect with how you'll do it

We're looking for someone with experience of:

- ▶ Professional knowledge of the legal, regulatory and policy frameworks in which housing associations operate.
- ▶ Proven experience in governance, risk management, and compliance, ideally within a regulated sector such as housing, public, or charitable sector.

It'd blow us away if you had:

- ▶ CGI Company Secretarial Qualification.
- ▶ Company secretarial / governance experience with a social housing provider.

The key behaviours we expect in the role include:

- ▶ Ability to present information in a variety of forms to a high standard, including excellent written and oral communication and interpersonal skills, and the ability to take excellent meeting minutes.
- ▶ Demonstrating inclusive behaviours, respecting and embracing difference and listening to other people's unique perspectives.
- ▶ Communicating passionately and authentically across different channels, adapting your style and methods to meet the needs of a diverse range of customers and colleagues.
- ▶ Being highly self-motivated with the ability to work without close supervision.
- ▶ Building trust by doing what you say you will.
- ▶ Working in an organised and methodical manner with excellent attention to detail and accuracy.
- ▶ Being a great team player and doing what it takes to keep the business moving forward.
- ▶ Making wise decisions and solving problems without over complicating things.
- ▶ Communicating clearly, concisely, and thoughtfully verbally and in writing.
- ▶ Being the best version of yourself in every situation and showing resilience even when it's tough.
- ▶ Building excellent working relationships with colleagues and stakeholders.
- ▶ Being tactful, diplomatic, and maintaining confidentiality where appropriate.
- ▶ Thinking and planning ahead with flexibility and resilience.
- ▶ Multitasking and prioritising in a fast-paced environment.