

# Corporate Governance Apprentice

Don't just find a job. Feel it.



As a Corporate Governance Apprentice, you'll support the Governance team in ensuring the organisation operates in a compliant, ethical, and effective manner. This role will provide you with practical experience in corporate governance, risk management, and regulatory compliance while working towards a recognised qualification.

## Connect with what you'll do

### In the role you'll:

- ▶ Assist in maintaining governance frameworks, policies, and procedures
- ▶ Support the coordination of board and committee meetings (e.g. agendas, minutes)
- ▶ Help ensure compliance with legal, regulatory, and internal governance requirements
- ▶ Maintain accurate regulatory compliance records, registers, and documentation (e.g., conflicts of interest register, policies)
- ▶ Support the monitoring and reporting of risks and actions
- ▶ Assist with organising internal audits and reviews
- ▶ Contribute to the preparation of reports and governance papers
- ▶ Liaise with internal teams to gather information and ensure compliance
- ▶ Support data protection and information governance activities
- ▶ Assist with data protection administration tasks (e.g. drafting acknowledging data rights requests letters)
- ▶ Supporting the Data Protection Officer to deliver business objectives relating to data protection
- ▶ Undertaking administrative duties to support corporate governance functions
- ▶ Work towards a Governance Officer Level 4 qualification (weekly study day)

## Connect with how you'll do it

### We're looking for someone with experience of:

- ▶ Strong organisational and time management skills
- ▶ Good written and verbal communication skills
- ▶ Attention to detail and accuracy
- ▶ Ability to handle confidential information with discretion
- ▶ Good IT skills using Microsoft Office applications inc. Word, Excel, Outlook
- ▶ Willingness to learn and develop professionally

### It'd blow us away if you had:

- ▶ GCSEs or equivalent, including English and Math's
- ▶ Interest in governance, law, regulatory compliance, or business administration
- ▶ Experience in an office or administrative environment

### The key behaviours we expect in the role include:

- ▶ Role modelling our values: We know our stuff / We make it happen / We care
- ▶ Demonstrating inclusive behaviours, respecting and embracing difference and listening to other people's unique perspective.
- ▶ Communicating passionately and authentically across different channels, adapting your style and methods to meet the needs of a diverse range of customers and colleagues.
- ▶ Taking pride in being organised, prioritising tasks to meet deadlines.
- ▶ Being self-motivated and able to work without close supervision.
- ▶ Being a great team player and doing what it takes to keep the business moving forward.
- ▶ Working in a methodical way with excellent accuracy and attention to detail.
- ▶ Championing collaborative working across the organisation.
- ▶ Taking ownership and being tenacious to make things happen.
- ▶ Building trust by doing what you say you will.