The Robertson Trust

JOB SPECIFICATION

JOB TITLE:	Governance Support Manager
FUNCTIONAL AREA:	Finance, Investments & Governance
LOCATION:	Hybrid – primary location: Robertson House, Glasgow
REPORTING TO:	Finance Director & Company Secretary
SALARY BAND:	Manager - Grade 4 £51,450 to £57,686

MAIN DUTIES/RESPONSIBILITIES

Job Purpose

This purpose of this role is to help the organisation in its mission to prevent and reduce poverty and trauma in Scotland through ensuring robust governance processes.

This post will play a key role in helping to assess, collate and report across the Trust; manage the organisation's governance arrangements, interact with Trustees and the wider organisation; and strengthen the Trust's approach to its governance responsibilities, systems and practices.

The role will support the Finance Director & Company Secretary in their governance and legal duties. The role will also support the Head of Administration, to provide a focal point for board, committee and executive support. In addition, the post holder will have responsibility for assessing, collating and reporting on key governance responsibilities for the organisation.

The role will manage a small team of administration colleagues and also support certain administrative duties for the Trust.

Key responsibilities

Legislative and Regulatory Matters

The Trust is a Scottish charity governed by charity law and regulated by OSCR. The Trust has a corporate entity, Trustee Kintail Trustees Limited, which is a company governed by the Companies Act 2006. The Trust is the majority shareholder of Edrington which brings some additional governance responsibilities.

The role is responsible for keeping up to date on key legislative and regulatory matters and supporting the Finance Director & Company Secretary to ensure all obligations are fulfilled within any required deadlines.

- Support the Finance Director & Company Secretary, fully meeting the requirements of all external bodies e.g. Companies House, OSCR, The Scottish Parliament in relation to Lobbying (Lobbying Act 2016). This will include advising Trustees in relation to governance and constitutional matters, supporting the timely lodging of relevant documents with Companies House and OSCR and ensuring that all business is transacted and recorded appropriately.

- Maintain an awareness of governance, charity, and legislative requirements, for example through attendance at seminars and events to ensure governance arrangements are up to date and liaise with Trust lawyers as required.
- Support the Head of Administration, liaise with the wider Edrington Group on matters linked to our responsibilities as majority shareholder – for example for Know Your Client information and receipt of any documents etc required for Board assurance.
- Maintain the organisation 's Policy Register ensuring that policies are reviewed and updated on a timely basis by policy owners and the correct approval route according to the register.

Board and Committee Support

Support the Head of Administration, responsible for ensuring that there is sound day to day governance in place by the provision of practical systems and support. This includes:

- Providing a first point of contact for all Trustees and ensuring clear administrative arrangements for forthcoming meetings and events.
- Preparing/collating the agenda and papers for the Board meetings, ensuring these are consistent with the house style. These papers are the basis of the Board meeting, and the job holder is required to attend all Board meetings and to minute these meetings.
- Ensuring an effective process for the timely production and circulation of agenda, papers and minutes for all committee meetings. The job holder is expected to be available to attend committee meetings if needed, and to ensure the timely circulation of approved minutes.
- Maintaining accurate records of Trustee attendance, term limits and declaration of interest.
- Preparing and maintaining an annual calendar of Board and committee meetings.
- Working with the Nominations & Remuneration Committee on any Trustee recruitment, conducting the skills audit of Trustees, overseeing the recruitment process of Trustees, and the effective induction of new Trustees.
- Maintaining and updating relevant documents including the Trustee handbook, and terms of reference for each committee.

Corporate Social Responsibility (CSR)

Responsible for supporting the Finance Director & Company Secretary to ensure that we fulfil our corporate responsibilities.

- Identify and liaise with our Comms team to ensure we have any required disclosures and information on our website and our annual accounts.
- Be the overall project lead for our Climate commitment work, tracking our climate delivery plan and with support, liaising with the wider business on developing our future commitments.
- Oversee our Giving More fundraising initiative which we share with our subsidiary Edrington group where the Trust match funds charity fundraising.
- Assist the Finance Director and company secretary to oversee our wider group responsibilities as required.

Risk Management

Responsible for supporting the Finance Director & Company Secretary to ensure that the Organisation's risk framework and policy is embedded in the organisation and being followed.

- Maintain the Organisation's risk register and actions and ensure that these are being updated regularly and actions are being completed through liaising with other managers.
- Providing regular reporting updates on how risk is changing including updates on risks sitting above tolerance and tracking accompanying action plans.
- Log and track internal audit recommendations for improvements

Performance Reporting

Responsible for supporting the Finance Director & Company Secretary to ensure that the Organisation's performance management framework is embedded in the organisation and being followed.

- Maintain the Organisation's vital signs performance reporting data and ensure that these are being updated regularly through liaising with other managers.
- Providing regular reporting updates on performance indicators for managers, committees and the Board.

Administration

Support the Head of Administration, responsible for supporting certain wider administration requirements for the Trust.

- Provide secretariat support to the wider senior leadership team management meetings.
- Line manage a small team comprising of one Executive Administrator role and one Administrator role who also assist in providing governance support and some wider administration aspects for the Trust
- Work collaboratively with other teams in the Trust to agree any key priorities for support.

Other responsibilities as with other Managers

- Be an active member of the Trust's Management team.
- Adopt and encourage a collaborative mindset contributing to the work of the Trust as a whole.
- Contribute to work supporting cross-cutting themes for the Trust, for example Equity, Diversity, Participation and Rights (EDPR), and our Climate Commitment.
- Adopt and demonstrate the Trust's values.
- Any other reasonable duties as required.

Signed by postholder:		**Date**	

The Robertson Trust

PERSON SPECIFICATION FORM

FUNCTIONAL AREA: Finance & Governance	**VACANCY REF. No:**
JOB TITLE: Governance Support Manager	**LOCATION: Hybrid – primary location:** Robertson House, Glasgow

THE EMPLOYEE	**ESSENTIAL**	**DESIRABLE**
Qualifications/Experience What educational attainments must the candidate possess? What professional/technical skills and knowledge are important, and what kind of job experience should the candidate have?	• Degree level qualification in law or business/ finance or equivalent relevant experience • Previous Board support experience • Experience and confidence in interacting with senior stakeholders • An in-depth experience of governance issues Understanding of governance structures and accountability in charitable or public sector organisations. • Strong project management skills, including planning, risk management and prioritisation under pressure • Ability to engage and develop positive working relationships that encourage an open and transparent dialogue. • Experience working across teams to deliver collaborative impact. • Proven ability to lead, develop, nurture and motivate teams. • Proven ability to think creatively and imaginatively combined with a strong attention to detail • Ability to work confidently using own initiative and prioritise conflicting priorities. • Ability to assess reputational and strategic risks in influencing work and wider work. • Ability to collaborate on learning processes and	• Qualified with the Chartered Governance Institute • Experience in strategic planning • Qualification/certification in project management • Leadership or management qualification • Insight into/experience of inequality, social injustice, poverty or trauma through life, paid or unpaid work experience. • Strong understanding of the third sector in Scotland, and independent funders in Scotland and across the UK.

	apply insights to strategic decision-making. confident in liaising at all levels both internally and externally • Ability to exercise confidentiality, discretion, tact and diplomacy • Proactive with strong accuracy and attention to detail	
Special Aptitudes Are there any particular skills which are required for the job e.g. numerical, language, verbal reasoning etc.	• Excellent communication skills, both verbal and written • excellent administrative and IT skills • proven time management skills • Excellent working knowledge/experience of Microsoft Word, Outlook, PowerPoint and Adobe Acrobat. • Comfortable with using different systems as tools to support developing new ways of working • The job holder must be willing to develop new skills as appropriate.	• Excellent working knowledge/ experience of using Microsoft 365 • Familiar with Board Portal software e.g. Admincontrol.
Miscellaneous	• There may be occasional travel and out of hours travel and meetings. • The Trust is committed to hybrid and other forms of flexible working. • The Trust is committeed to reasonable adaptations to overcome barriers.	