



Corporate Governance Officer

Hours: 22.2 hours per week. (0.6FTE)

Part of the: Chief Executive team

Responsible to: Director of Resources

Purpose

To be the main point of contact and liaison with the Board and Committee members and be responsible for overseeing the smooth operations of the governance of Elim.

Responsibilities: A Corporate Governance officer will

- ✓ Set up and make arrangements for all Board and Committee Meetings, attendance, minutes and matters arising, and to process Board and committee members expenses payments.
- ✓ Assist the Strategic Leadership Team with the administration of legal and financial processes as required.
- ✓ Arrange and organise Board induction, visits, away days and working groups including venues and administration.
- ✓ Set up and service Stakeholders meetings and circulate annual report and accounts.
- ✓ Be responsible for the management and continuous improvement of electronic and paper filing and information systems including archives. This includes the ongoing management of the Corporate Safe.
- ✓ Work with the Strategic Leadership Team to oversee and manage the Policies & Procedures framework.
- ✓ Be responsible for the collation, management and submission of governance information. This will include preparation for IDA processes, ESG reporting, NROSH and FCA returns.
- ✓ To carry out other duties as required.
- ✓ Assist with the preparation and updating of the risk register and the quarterly report for the Board

Qualifications and Experience: In this role a Corporate Governance Officer will need the following:

- ✓ Experience of overseeing governance structures.
- ✓ Ability to take minutes and prepare them for circulation.
- ✓ Understanding of housing associations governance structures.
- ✓ High level information management skills.
- ✓ PowerPoint and presentation slides preparation experience.
- ✓ Excellent level of IT literacy, with the ability to utilise and drive the continuous improvement of data management systems.

It would be great if you could also:

- ✓ Demonstrate familiarity with and/or experience of audit processes and the collation of supporting information.
- ✓ Experience of event management including sourcing venues, speakers, and catering.

Skills and Abilities: In this role a Corporate Governance Officer will need the following:

- ✓ Skills in Microsoft Office Word, PowerPoint and other IT systems.
- ✓ Have good time management skills and be able to prioritise.
- ✓ Organisation and administration skills.
- ✓ Solution focused and able to make decisions to resolve issues that may arise.
- ✓ Excellent verbal communication skills, with the ability to act with discretion, confidentiality, and diplomacy.
- ✓ To have the skills and approach be an ambassador and advocate for Elim, living the Elim CARES values and providing excellent customer service.

It would be great if you could also:

- ✓ Have experience of Convene or similar.



Values:

Elim's customers include families and single people living in our properties for rent, young people undertaking apprenticeships or training, clients within our support services and people buying houses that we have developed, among others. We have the same aim for all these relationships: to ensure that the housing and services Elim provide serve as a platform for growth, facilitating all our customers to achieve their aspirations. In this way, we make our homes truly life changing by ensuring that our service has a positive impact long after a person has left Elim accommodation.

Elim **CARES** Values were created in partnership with our customers, staff, Board and other stakeholders, and they represent our commitment to how we deliver our services and work together successfully.

A Corporate Governance Officer lives by the Elim CAREs values:



GENEROUS ANNUAL LEAVE ENTITLEMENT

Employees receive 25 days paid annual leave, rising by 1 day for each complete year of service to a maximum of 30 days.



FLEXIBLE WORKING

We do all we can to encourage a healthy work-life balance.



LEARNING AND DEVELOPMENT

We believe in developing our staff and investing in your learning and training, including personal and career development funding and support



MILEAGE EXPENSES

We pay mileage expenses at a rate of 45p per mile.



PENSION AND LIFE ASSURANCE

We are a member of the Social Housing Pension Scheme



HEALTHSHIELD BENEFITS

Benefits available include: Employee assistance programme, healthcare cashback and shopping discounts