https://faithinfamilies.wales/job/governance-manager/

Governance Manager

Hiring organization
Faith in Families

Employment Type
Full-time

Date posted
9 September 2025

Valid through
28.09.2025

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Description

Purpose of the Role

This role ensures the charity operates within robust governance and compliance frameworks. The Governance Manager is responsible for overseeing Board administration, regulatory compliance, safeguarding, risk management, health and safety across all venues, and internal reporting. The role also supports the effective use of databases and CRM systems and ensures data is accurate and available for safeguarding, grant returns and monitoring reports.

Responsibilities

Key Responsibilities

Governance & Board Administration

Fulfil the responsibilities of Company Secretary including ensuring compliance with statutory filing requirements, maintaining registers, supporting the Chair with AGM/EGM processes, and ensuring the organisation adheres to its constitutional requirements.

Company Secretary Duties

- Coordinate and support Board of Trustees and subcommittee meetings: prepare agendas, papers, and minutes.
- Maintain statutory records and filings (e.g. Charity Commission, Companies House).
- Ensure constitutional documents, policies, and terms of reference are current and regularly reviewed.
- Support trustee induction, training, and ongoing governance requirements.
- Support board with Trustee Annual Report.

Compliance

Maintain effective relationships with external regulators and oversight bodies such as the Charity Commission, Companies House, HSE, Fundraising Regulator and ICO, ensuring timely and accurate engagement.

Ensure all governance and compliance policies and practices reflect principles of Equality, Diversity, and Inclusion (EDI), and meet statutory equality requirements.

- Ensure the charity complies with all statutory and regulatory requirements, including GDPR, Safeguarding, and Charity Commission expectations.
- Lead the development and monitoring of a compliance calendar for policy reviews and reporting obligations.
- Work with operational leads to embed compliance standards across all services.

Risk Management, Data & Systems Integrity, and Policy Oversight

Work with IT providers and internal leads to ensure cybersecurity policies and practices are in place, protecting organisational systems, data, and compliance with digital governance requirements.

This role holds overarching responsibility for ensuring robust risk management practices, the integrity and security of organisational data and systems, and the oversight of all internal policies and procedures to ensure compliance with legislation, regulation, and best practice.

- Maintain the organisational risk register in collaboration with senior leadership.
- Support risk identification, mitigation planning, and ensure updates are included in Board reports.
- Develop and implement risk-related policies and procedures.

Safeguarding

· Collates and supports safeguarding across the organisation, working closely with the Community Impact Manager and the COO, and provides regular updates to the CEO on any safeguarding concerns.

· Ensuring reporting processes are followed, monitoring safeguarding records, and embedding safeguarding culture across all services.

Health & Safety

- Coordinate and conduct regular health and safety checks across all sites.
- Ensure completion of risk assessments and maintain logs of incidents, accidents, and near misses.
- Ensure policies and procedures meet current legislation and best practice.
- Liaise with external contractors or consultants for specialist safety inspections (e.g., fire, PAT testing).

Internal Reporting

- Oversee internal reporting, ensuring accurate and consistent data entry.
- Support staff in effective use of databases and CRM systems to capture key metrics and outcomes.
- Maintain data quality and ensure outputs are aligned with funder and regulatory requirements.
- Run reports as needed for internal review, Board meetings, and strategic decision-making.

Grants Monitoring & Data Reporting

- Monitor grant conditions, ensuring data is collected and reports are submitted on time.
- Liaise with service delivery teams to ensure outputs and outcomes are tracked.
- Prepare and present monitoring data for funders, stakeholders, and audit purposes.
- Support development of impact reports and funding bids by ensuring data readiness.

Person Specification

Essential

- Experience in a governance, compliance, or operations role within a charity or regulated setting.
- Working knowledge of charity law, regulatory compliance, and governance best practices.
- Experience using or managing databases and CRM systems for monitoring and reporting
- Strong understanding of grant compliance and experience in producing monitoring returns.
- Knowledge of health and safety legislation and good practice.
- Excellent organisational and administrative skills.
- Strong IT skills including Microsoft Office / Google Workspace.

Desirable

- Qualification in governance, compliance, or health & safety (e.g., IOSH, ICSA, APMG).
- Experience working with Boards of Trustees.
- Experience writing risk assessments and leading internal audits or reviews.

Values and Behaviour

- Upholds integrity, professionalism, and confidentiality.
- Commitment to continuous improvement and collaborative working.
- Embodies the mission and values of Faith in Families with a passion for social impact.

Other Requirements

Provide training and guidance to staff and trustees on governance, compliance, safeguarding, risk management, health & safety, and data integrity to embed best practice across the organisation.

- Occasional travel to centres or delivery venues across South Wales.
- Flexibility to work around Board or committee meetings (including some evenings).
- Willingness to support organisational development during periods of change or growth.

Job Benefits

Holiday entitlement that increases with length of service to a maximum of 33 days plus 8 bank holidays (based on full time equivalent of 37 hours per week).
Sickness pay that increases with length of service to a maximum of 6 months full pay and 6 months half pay.
Stakeholder pension scheme, with 7.5% employer contributions.
Learning and Development opportunities.