

Governance Manager – Interim

Greenwich Hospital (Crown Navy Charity)

Home-based

London, Greater London

£38,000 - £40,000 per year (pro-rata)

Part-time, Temporary, Full-time

This recruiter is scheduling interviews as the applications come in. So apply now!

Job description

Greenwich Hospital is a Crown charity, with strong ties to the Royal Navy and Ministry of Defence. We are not a hospital: we have been supporting Royal Navy sailors past and present and their dependants for 325 years.

We are going through a period of significant change and are excited to offer this interim opportunity to be involved with something unique in governance terms - and at a particularly pivotal point in our long history. You will assist us deliver improvements across our governance and feed in to work redefining our legal status. We are looking for someone with great experience of working with staff, stakeholders and trustees and offering constructive challenge around ethics and accountability.

Job Purpose and key responsibilities

- Lead the Hospital's governance and secretariat function, acting as Secretary to the Advisory Board and other key governance committees.
- Contribute expertise to work to redefine and implement changes to the organisation's legal status. Help advise on the Hospital's legal status and obligations including Acts of Parliament and Orders in Council.
- Lead the Hospital's internal audit and risk management work
- Ensure the Hospital and its operations are up to date and compliant with all necessary regulation and standards, both public sector and charitable.
- Act as the Hospital's Data Protection Officer
- Devise and deliver a programme of internal education to reinforce a culture of compliance appropriate for an organisation of Greenwich Hospital's size
- Work with the Head of Charity in ensuring suitable controls are in place to manage risks around charitable delivery; monitor and assure standards in delivery of the organisation's charitable activities, such as grant governance and reporting

Goals

- Provide a 'best-in-class' approach to Greenwich Hospital's governance, to enhance its reputation and set a wider example.
- Enable Greenwich Hospital to constructively inform and influence discussions on future status.
- Encourage a risk-management approach across all aspects of the organisation.

- Develop and maintain effective partnership-working for the organisation.

Knowledge, skills & abilities

Essential (E) / Desirable (D)

Assessing and delivering good governance, ideally in both the charity and/or public sectors, to best practice standards (E)

Ability to interpret best practice and apply it to GH's unique governance (E)

Ability to build relationships at all levels, both internally and externally; strong communication and influencing skills (E)

Advanced planning and organisational skills (E)

Interest in history and heritage (D)

Education & Experience

Item

Essential (E) / Desirable (D)

Experience of Charity Governance (E)

Experience of Board Administration and taking minutes at Board level (E)

Experience of risk management and/or internal audit (E)

Experience of being a Data Protection Officer (D)

Experience of grant management and oversight (D)

Person Specification

- Act with integrity, honesty and professionalism at all times
- A strong ambassador to both internal and external contacts
- Treats all people with respect and dignity
- Takes responsibility for actions, and remains accountable
- Thought leader; team player

Kindly submit your application to jobs@grenhosp.org.uk .