



<b>Job Title:</b>	Governance Officer
<b>Reports to:</b>	Chief Operating Officer (COO)
<b>Key Relationships:</b>	Trustees, Co-opted Advisors, Senior Leadership Team, Corporate Services
<b>Location:</b>	London, hybrid working arrangements
<b>Contract</b>	2 years fixed term, 0.5 FTE Over 3 days
<b>Salary Range</b>	£26,000-30,000 pro rata depending on experience

### Overview of the ESU

*‘Communication is one of the most important things, and I feel the ESU has set us up for life.’ Schools’ Mace 2024 participant*

**Oracy gives young people the skills and confidence to shape their lives and to build a more connected and cooperative world**

Both nationally and internationally, public discussion and political debate are increasingly polarised and divided. Social media, fake news and new technologies such as AI can create echo chambers, where claims pass unchallenged, and different views are hard to find. The English-Speaking Union shows that there is a more constructive and collaborative path. The ESU was founded in 1918 to build greater understanding and friendships between people and nations. We are an educational charity with international reach, with an ESU in over 50 countries. Today our work is focussed on training young people in oracy - speaking and listening skills, in critical thinking and self-expression - to build skilful communicators and engaged citizens and leaders. The English-Speaking Union and our work is more important now than ever.

### Overview of the Team

The Corporate Services team provides essential strategic and operational support across the organisation. Our governance function oversees compliance, risk management, and performance frameworks. The finance team manages budgets, financial planning, and reporting. All of this contributes to effective decision making. We are also responsible for looking after our properties, which includes maintaining oversight of two commercial leases, and maintaining Dartmouth House which is a grade II\* listed events venue and our Head Office in Mayfair.

### Purpose of this role

The Governance Officer will provide high quality secretariat support to the Board of Trustees and its sub-Committees, and effective administrative support to the Chief Operating Officer. This role will work closely with the Executive Assistant to the Director General.



## Responsibilities and Expectations

- Prepare and share agendas, minutes and actions for Committee and Board meetings.
- Maintain, monitor and report progress on the Board and Committee Action Log.
- Coordinate inputs to the annual management planning cycle.
- Support the annual board effectiveness review.  
Support and the annual external audit process.
- Maintain the gift and hospitality register.
- Manage the declaration and disclosure registers, and compliance monitoring tracker.
- In consultation with our lawyers, carry out due diligence checks as required.
- Maintain the contract register and advise on and facilitate reviews.
- Undertake one-off projects in support of our Corporate Services.
- Provide effective administrative support to the Chief Operating Officer.

## Skills and Experience

- A track record of providing secretariat support.
- Excellent administrative skills, highly organised with very good attention to detail.
- A tactful and conscientious individual who can navigate through complex situations
- Understands the importance of maintaining confidentiality
- A good understanding of charity governance.
- Strong written and oral communication skills.
- A motivated self-starter who can quickly translate issues into solutions.
- A team player who can quickly build trusted relationships at all levels.
- Strong communication and interpersonal skills.
- Can confidently and professionally challenge and hold people to account.
- The ability to manage several projects simultaneously whilst working at a high standard.
- Excellent IT skills including Microsoft Office.

## Benefits

Up to 10% employer matched pension contributions

28 days annual leave plus 8 days Bank Holiday (Pro-rated)

Employee assistance programme

Group Life Assurance

Cycle to work Scheme

Closing Date 24 March 2025

Please apply by sending you CV and covering letter to [HR@esu.org](mailto:HR@esu.org)