**JOB SPECIFICATION**



|  |
| --- |
| **MYERSCOUGH AND PROUD** |
| At Myerscough College and University Centre we have a nationally and internationally recognised Further Education, Higher Education, Adult Education and Apprenticeship provision. The Further Education provision is well established, the Higher Education provision has a well-recognised partnership with the University of Lancashire and the apprenticeship provision is operational nationally. We offer a rewarding and enjoyable working environment, where colleagues are inspired to make a positive difference to the educational experience and employability of our students. We are one of the top five largest land-based and sports colleges in the UK. |

|  |  |
| --- | --- |
| **JOB TITLE** | **AREA OF WORK** |
| Director of Governance | Corporation |
| **SALARY** | **BENEFITS** |
| £49,495 - £62,543 per annum, pro rata  relating to qualifications and experience | Local Government Pension Scheme  33 days holiday, pro rata plus Bank Holidays to include up to 5 days to be taken between Christmas and New Year at direction of the Principal |
| **LINE MANAGER(S)** | **LINE MANAGER FOR** |
| Chair of the Corporation | N/A |
| **KEY TASKS AND RESPONSIBILITIES / DUTIES** | |
| To promote the highest standards of governance in accordance with the Standards in Public Life and, as lead governance advisor, ensure and monitor consistency in governance standards across all aspects of the Corporation’s business. | |
| To ensure that the Corporation sets and regularly monitors targets for student recruitment, retention and achievement and carries out financial forecasts and monitoring in accordance with its statutory duties and the requirements of the DfE Financial Memorandum. | |
| To advise the Corporation and its Committees to ensure that the Corporation acts only within its powers and on the application of the Education Acts and other laws affecting its work to ensure the business of the Corporation is carried out smoothly, efficiently and effectively throughout the annual cycle. | |
| Provide independent governance support and advice to the Chair, Vice Chair and Principal and Chief Executive. | |
| Take appropriate action if and when the Corporation, its Chair or one of its Committees appears to be at risk of acting outside their powers, agreed procedures or to be proposing actions that may be unlawful or against the College’s best interests. | |
| To consult with the Chair and Principal and Chief Executive in planning and preparing the annual cycle of business of the Corporation and its Committees, and ensure that meetings are properly convened, procedures are followed and accurate minutes taken. | |
| Responsible for calling all Corporation and Committee meetings, preparation and despatch of agenda papers, facilitating proper conduct and correct procedure at meetings, compliance with public rights access to Corporation and Committee papers, taking and safe keeping of the official record. | |
| Prepare, record and circulate accurate minutes of meetings and actions to be addressed at subsequent meetings. | |
| Maintain and advise on the Code of Conduct for governors and the register of the financial and personal interests of governors and holders of designated senior posts. | |
| Maintain a record of attendance at meetings and review, manage and provide advice on membership, skills gaps, succession planning and strategies for recruiting members. | |
| Arrange and supervise the processes for the appointment of Staff and Student governors | |
| Facilitate a comprehensive induction programme and ongoing training for all members, including governor day events. | |
| Process any claims for expenses from Corporation members in accordance with Corporation policy and authorise legitimate claims for payment. | |
| Facilitate the development of an annual quality improvement plan. | |
| Responsible for the College seal and preparation of documents to be executed under seal. | |
| Work closely with internal stakeholders and external partners to foster strong relationships and effective teamwork, ensuring shared goals are achieved. | |
| To promote College sustainability policies and strategies by personal commitment and lead by example. | |
| To take an active role in all team activities to ensure full compliance with agreed safety, quality and environmental standards and expectations. | |
| To participate in staff review and development in line with College needs. | |
| To maximise effective use of time and personal ability. | |
| To be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults at all times in line with the College's own Safeguarding Policy and practices. | |
| To work flexibly within own range of competence, undertaking the appropriate training and development to extend their skills and abilities to meet the needs of the College. | |
| Proactively identify and implement opportunities to support the continuous development of governors, enhancing their skills, knowledge, and effectiveness | |
| The postholder must be committed to the equality of opportunity in both service delivery and employment. | |
| The College's mission and strategic objectives directly support this aim. | |
| All employees are required to support this aim and its implementation pro-actively. | |
| The postholder must be thoroughly aware of College Health and Safety policies and ensure that employees within their responsibility are also. | |
| They must also seek to ensure appropriate implementation of such policies across all areas of their responsibility. | |
| Any other duties commensurate with the level of appointment which may be reasonably required by the Corporation. | |
| Any other duties that may reasonably be required by the Chair of the Corporation and the Principal and Chief Executive. | |

|  |
| --- |
| **DUTIES** |
| You will be a role model and promote the College values:   * **Professional** – We will uphold the highest standards, demonstrating expertise, integrity, and a commitment to excellence in all that we do. We will invest in sustainable practices, ensuring long-term success for our students, staff, and wider community. * **Passionate** – We approach our work with enthusiasm, dedication, and a drive to make a positive impact. We empower individuals to reach their full potential, creating a learning and working environment that is ambitious, inclusive, and inspiring. * **Collaborative** – We work together, fostering strong partnerships, teamwork, and mutual respect to achieve shared success. Through industry engagement and curriculum co-creation, we strengthen our influence both locally and nationally, driving innovation and meaningful impact. * **FREDIE** – FREDIE is in our DNA. We will advance Fairness, Respect, Equality, Diversity, Inclusion, and Engagement in everything we do, ensuring a safe, happy, and healthy community where everyone can thrive. |
| Promote College sustainability policies and strategies by personal commitment and leading by example and complying with all quality and environmental standards and expectations. This includes active involvement in carbon reduction, embedding of carbon reduction practices (lights off, heating down etc.) and being vigilant in relation to the College’s approach to Reduce, Reuse and Recycle ethos. |
| Actively participate in the Annual Review and Development process in line with individual needs and College strategic plan priorities. Agree objectives with the Line Manager and ensure they are achieved. |
| Be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults at all times in line with the College’s own Safeguarding Policy and practices. |
| Be thoroughly aware of College Health and Safety policies and procedures, attend mandatory health and safety training appropriate to the role and ensure the full implementation of College policies, procedures across all areas of responsibility. Ensure that employees within line management are also compliant with the policies, procedures and training requirements including reporting and recording all accidents and near misses. |

|  |
| --- |
| **DUTIES** |
| Ensure full adherence to and implementation of the Data Protection Act 1998, the General Data Protection Regulations 25 May 2018 and the College Data Protection Policy and Procedure and ensure that employees within their responsibility. |
| Any other duties that may reasonably be required by Line Management and the Chief Executive & Principal. |
|  |

**Location of work**

You may be required to work at or from any building, location or premises of Myerscough College, and any other establishment where Myerscough College conducts its business.

**Variation to this Job Description**

This is a description of the job as it is at present, and is current at the date of issue.  The job description will be renewed and updated as necessary to ensure that appropriate revisions are incorporated, and that it relates to the job to be performed.  This process is conducted jointly with your Line Manager.  You are expected to participate fully in the review and, following discussion, to update your job description as is considered necessary or desirable.  It is our aim to reach agreement on reasonable changes.  However, if such agreement is not forthcoming, Management reserves the right to insist on changes after consultation with you.

**EMPLOYEE SPECIFICATION**

(PI) Post Interview

(A) Assessed via Application form ( I ) Assessed via Interview

(P) Assessed via Presentation in interview (T) Assessed via Test

|  |  |
| --- | --- |
| **ESSENTIAL CRITERIA:** | **DESIRABLE CRITERIA:** |
| ***Personal Attributes*** | |
| Presentable and professional appearance (I)  Ability to work as part of a team (A/I)  Ability to work to quality standards (A/I)  Good command of the English language (A/I)  Appropriate level of physical and mental fitness (PI) |  |
| ***Attainments*** | |
| GCSE English at Grade C/4 or above (or an equivalent standard) (A/I)  GCSE Maths at Grade C/4 or above (or an equivalent standard) (A/I)  Degree level or equivalent qualification and/or relevant governance experience (A/I) | Chartered Governance Institute / ICSA Certificate in FE Governance |
| ***General Intelligence*** | |
| Demonstrates strategic thinking and problem-solving skills in a governance or partnership context (A/I) |  |
| ***Special Aptitudes*** | |
| Strong knowledge of governance, compliance, and accountability frameworks (A/I)  Ability to facilitate collaboration and coordinate joint initiatives across multiple stakeholders (A/I)  Experience supporting or advising boards, committees, or governing bodies (A/I)  Excellent communication and interpersonal skills, with the ability to build rapport and trust (A/I) | Willingness to participate in FE Governance CPD |
| ***Interests*** | |
| Interest in driving innovation and impact through partnership working (A/I) | Empathy with education (A/I) |
| ***Disposition*** | |
| Excellent interpersonal skills (I)  Approachable (I)  Person centred approach (I) |  |
| ***General*** | |
| An understanding of “safeguarding” and its importance within the College \* (A/I)  An understanding of health and safety requirements of a working environment (A/I)  An understanding of Fairness, Respect, Equality, Diversity, Inclusion and Engagement (FREDIE) issues within an educational context (A/I) |  |
| ***Circumstances*** | |
| Willing to apply for Disclosure & Barring Service clearance at Enhanced level (important – further information below). (A/I)  Ability and willingness to work flexibly (I)  Possess a current driving licence or willingness to travel by other means (A/I) |  |

\*Interviews will explore issues relating to safeguarding and promoting the welfare of children, including motivation to work with and ability to form and maintain appropriate relationships and personal boundaries with children and young people together with emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.

**TERMS AND CONDITIONS**

|  |  |
| --- | --- |
| **JOB TITLE** | **AREA OF WORK** |
| Director of Governance | Corporation |
| **SALARY** | HOURS OF WORK |
| £49,495 - £62,543 per annum, pro rata  relating to qualifications and experience | 22.2 hours per week  Including evening meetings on Tuesdays and Wednesdays |
| ANNUAL LEAVE ENTITLEMENT | PENSION |
| 33 days holiday, pro rata, plus Bank Holidays to include up to 5 days to be taken between Christmas and New Year at direction of the Principal | Local Government Pension Scheme  Employee Contribution Rate (as at 1 April 2025) (based on actual NOT FTE)  Contribution rate %  Up to £17,800                     5.5%  £17,801 to £28,000          5.8%  £28,001 to £45,600 6.5%  £45,601 to £57,700 6.8%  £57,701 to £81,000 8.5%  £81,001 to £114,800 9.9%  £114,801 to £135,300 10.5%  £135,301 to £203,000 11.4%  £203,001 or more 12.5%  You will automatically become a member of the LGPS |
| PROBATIONARY PERIOD | DRESS CODE |
| A probationary period of nine months applies to new entrants to the College | All post holders are expected to be of a professional and presentable appearance |
| REFERENCES / MEDICAL CLEARANCE / DISCLOSURE | |
| The appointment is subject to the receipt of satisfactory references, medical clearance and Disclosure & Barring Service check/ISA (if applicable).  Occupational Sick pay is not paid during the first four months of service and thereafter is subject to the College’s Sick Pay Scheme  Should your application be successful you will be sent further details via email from eSafeguarding. They are the Registered Umbrella Body we have chosen to complete the Disclosure and Barring Service (DBS) process on your behalf.  Please note that all new employees of the College will be required to pay for their DBS check via eSafeguarding at the time of application (at present £49.50 for an enhanced level check). | |

**DBS UPDATE SERVICE**

|  |  |
| --- | --- |
| The Disclosure and Barring Service (DBS) update service lets applicants keep their DBS certificates up to date online and allows employers to check a certificate online. | |
| BENEFITS TO YOU | **HOW TO REGISTER** |
| * Saves you time and money * One DBS certificate may be all you will ever need * Take your DBS certificate from role to role within the same workforce * You are in control of your DBS certificate * Get ahead of the rest and apply for jobs DBS pre checked | You can [register online](https://secure.crbonline.gov.uk/crsc/subscriber) as soon as you have your application reference number. You can ask for the number when you apply for your DBS check.  Or you can wait and [register](https://secure.crbonline.gov.uk/crsc/subscriber) with your certificate number when you receive your DBS certificate. **If so, you must do so within 30 days of the certificate being issued.**  To check the progress of your DBS certificate use the [DBS tracking service.](https://secure.crbonline.gov.uk/enquiry/enquirySearch.do)  **Registration lasts for 1 year and costs £16 per year (payable by debit or credit card only).**  You’ll get an ID number with your registration that you need to log on to the service. Make sure you write it down. |
| WHAT YOU GET | |
| When you join, you’ll get an online account that lets you:   * Take your certificate from one job to the next * Give employers permission to check your certificate online, and see who has checked it * Add or remove a certificate | |