

'Heart speaks to heart'

Lead Governance Professional

Salary range: NJC 26 - £34,834 FTE

Hours: The position is advertised at 11 hours per week. This is the equivalent to 0.3 FTE, but hours can be used flexibly to complete duties.

Contract: Term Time Only + 2 weeks

Working hours: The successful applicant will be required to clerk meetings for the Board of Directors and named committees. Some of these meetings are held in the evening. For the rest of their work, there is flexibility regarding working hours and terms (subject to the Trust being able to meet all regulatory requirements).

Start date: For a September start or as soon as possible in the new academic year.

Please make your preferred working pattern clear in your application

At an exciting time for our Trust, the Board of Directors at the Cardinal Newman Catholic Educational Trust presents an exceptional opportunity for an experienced clerk to become our Lead Governance Professional. The primary purpose of the Lead Governance Professional is to ensure that all layers of the Trust's governance arrangements operate as a coherent whole. This is a strategic leadership position responsible for keeping the 'conscience' of the Trust through monitoring compliance with regulatory requirements, whilst consolidating local arrangements that provide robust challenge and support for academies.

During this unique time of growth and formation, the Newman Catholic Trust and its Directors are looking to appoint an experienced clerk or administrator to join the Newman Central Leadership Team and lead the strategic development and coordination of clerking across our Trust and its schools. This is a unique and very exciting opportunity for an experienced professional to contribute to the development of our Trust and shape our future. It is also a unique opportunity to play a significant role in shaping the region's educational landscape and join a Trust with enormous potential to make lasting and genuine change across our communities.

The successful candidate will be a strong multi-tasker who can lead on the Trust's clerking arrangements. Working within an exciting and growing academy means they will also be a very diligent and forward-thinking individual who can exemplify best practice and intuitively coach, mentor and support the development of others.

The role will be line managed by our experienced Chief Executive Officer and involves working closely with the Newman Central Team, Directors, Principals and administration staff to further develop existing systems and secure strong collaboration across all schools. Therefore, the post provides an excellent opportunity to help shape the future of our Trust by providing strong, experienced clerking support to all Trust leaders.

An academy within The Cardinal Newman Educational Trust which is a company limited by guarantee and an exempt charity registered in England and Wales with company number 13306140 and registered address: St Nicholas of Tolentine School, Pennywell Road, Bristol, BS5 0TJ.

The successful applicants will be able to:

- Model the Trust's Catholic ethos, professionally and personally.
- Take lead responsibility for the Trust's clerking arrangements and requirements.
- Help to establish strong and consistent clerking practice across the Trust and its committees.
- Take a lead role in collaborative working across the MAT.
- Be external facing and help to foster strong support and strong links between all schools.

We can offer:

- an opportunity to excel and further develop the skills required to pursue an ambitious career path;
- an opportunity to contribute to the strategic development of the Trust and education in the region;
- a committed and motivated staff team supported by a dedicated Board of Directors;
- an innovative approach to flexible working and commitment to well-being;
- Outstanding Local Government Pension Scheme
- Generous holidays and access to the Trust's benefits package.

A Full job description and person specification are available on the Newman Catholic Trust website: www.newmancatholictrust.com, or can be requested from enquiries@newmancatholictrust.com

Application is via a CES application form accompanied by a cover letter to the Chair of the MAT Board at chair@newmancatholictrust.com. Application and covering letter should be no more than 2 sides of A4 and state:

- Strengths and suitability for the role
- Self-identified developmental needs
- Previous experience linked to key areas of the job description
- How you will contribute to the effectiveness of the Trust.

CVs are welcomed, but all successful applicants will be required to complete the CES application form.

Closing Date: 1st of July at 3 pm

Shortlisting: 1st of July at 5 pm

Interviews: Interview dates will be agreed with applicants – but the targeted date is Friday the 5th of July

In line with the Trust's policy, all candidates should hold a current enhanced DBS check or be prepared to undergo DBS clearance. References will be taken up before interview.

The Cardinal Newman Catholic Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful candidate will be subject to all the necessary pre-employment checks.

All applicants will be required to provide suitable references and undergo suitable background checks including a social media background check. We promote equal opportunities for all.

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