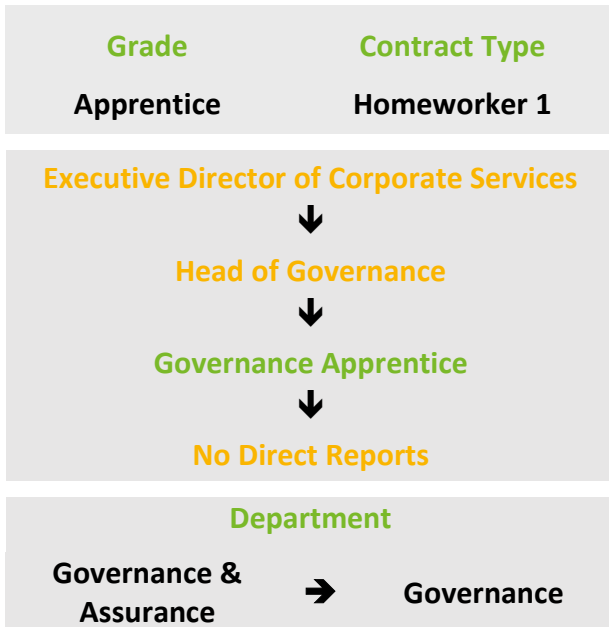


Governance Apprentice



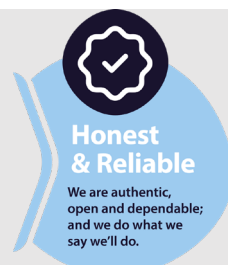
Role Overview

Providing efficient and effective governance administration services to the Governance Team. An integral part of the role is to undertake a level 4 Governance apprenticeship lasting for 18 months.

RESPONSIBILITIES

- As part of the Level 4 Governance apprenticeship, you will be required to experience a flexible combination of learning methods and learn topics including legal compliance, financial accounting, data management, project management and stakeholder management.
- Support managers and colleagues within the Governance Team with:-
 - ✓ Processing incoming and outgoing mail
 - ✓ Diary support and administration of calendars for Board and Committee meetings
 - ✓ Arrange and take minutes for meetings as required
 - ✓ Administration including filing, scanning or photocopying of documentation
 - ✓ Board and Committee meeting support, including meeting room bookings and catering arrangements, reminding the team of deadlines, assisting in preparation of reports or collation of relevant documentation.
 - ✓ Booking conferences and training sessions for team and Board members, including transport and hotel bookings

Our values



Creating more places for people to thrive and be recognised as a sector leading landlord

As you continue towards your qualification and gain further experience you will also

- Support financial processes within the team including, raising purchase orders, goods received notes, expenses and mileage.
- Support the Governance Team to process documents for signing and sealing, ensuring contracts include correct company information and execution clauses.
- Foster and manage positive and effective working relationships with colleagues and customers, be committed to high standards of customer service and seek continuous improvement.
- Develop and maintain information systems relevant to the responsibilities of the team, including developing and maintaining electronically held databases and ensuring that all filing systems enable the smooth storage and retrieval of information.
- Maintain policy and procedure guidance for activities undertaken in the team and make suggestions for improvements
- Undertake additional duties appropriate to the role and/or grade.

STRENGTHS

- ✓ Ability to communicate clearly and effectively both in writing and verbally
- ✓ Ability to effectively multi-task, whilst maintaining accuracy and attention to detail
- ✓ Team working skills
- ✓ Excellent IT skills with proficiency in Microsoft Office
- ✓ Ability to follow instruction, with a willingness to learn new tasks and take responsibility for own development
- ✓ Excellent relationship building skills

ESSENTIAL REQUIREMENTS

- ✓ GCSE Grade C / 4 Maths and English (or equivalent)
- ✓ Additional relevant qualifications at A level or above
- ✓ Good organisation and prioritising skills
- ✓ Professionalism and ability to work sensitively with confidential information

BENEFICIAL TO THE ROLE

- ✓ Eg Full UK Driving License & use of a vehicle
- ✓ Social Housing experience
- ✓ Previous Governance/legal/regulatory experience