

**JOB TITLE**

Governance Officer

**SALARY RANGE**

£23,000 - £25,000

**OVERVIEW**

The Sport and Recreation Alliance believes that the power of sport and recreation can change lives and bring communities together. With our members and in partnership with the wider sector, we make the most of opportunities and tackle the areas that provide a challenge. We provide advice, support and guidance to our members and the sector, who represent traditional governing bodies of games and sport, active partnerships, outdoor recreation, water pursuits, and movement and dance for exercise. As the voice of the sector, we work with Government, policy makers and the media to make sure grassroots sport and recreation grows and thrives. Having an active nation is important as it delivers huge benefits to society and the millions of participants, volunteers, staff and spectators.

**ROLE SUMMARY**

## We are looking to appoint a governance officer to join the governance team on a permanent basis. One of the ways the Sport and Recreation Alliance supports its members and the wider sector is by providing guidance, training and advice on governance matters. The Governance Officer is responsible for contributing to and developing our work in this area to help members improve their governance and achieve legal compliance and best practice. We are looking for an individual who is passionate about advancing the governance of sport, including improving Equality, Diversity and Inclusion (EDI) as it is a key strategic priority for the Alliance.

**MAIN TASKS AND RESPONSIBILITIES**

The Governance Officer works within the Governance Team and reports to the Head of Governance. The main responsibilities of the role are:

1. Assist and support the Head of Governance in providing governance services to our members.
2. Support in developing and successfully delivering governance projects, initiatives and consultancy services.
3. Support in delivering the Alliance’s EDI strategy and provision of EDI support services to members.
4. To manage and deliver the Alliance’s youth governance work through the Youth Advisory Panel.
5. Provide support for the delivery of the Alliance’s board evaluation service.
6. Manage relationships with external partners including Sport England, UK Sport, other external partners and seeking to establish new ones.
7. Represent the Sport and Recreation Alliance at appropriate external meetings and events and to develop close member relations.
8. Provide relevant and timely advice in response to member enquiries, working with the Head of Governance and other colleagues as appropriate.
9. To provide project delivery support to other departments when required and with the agreement of the Head of Governance.
10. Any other duties as reasonably required.

**PERSON SPECIFICATION**

**ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE**

The Governance Officer should have some experience or knowledge of governance within public, private or voluntary organisations. This role will demand a flexible approach, the capacity to recognise and address organisational needs, and the ability to deliver projects and programmes to support the Sport and Recreation Alliance’s members.

They will need to demonstrate the ability to:

* understand governance practices and its application to different organisations in the sector including national governing bodies and grassroot organisations;
* build effective relationships with governance professionals operating in relevant sectors including legal, finance and charity;
* assist and deliver training sessions and webinars;
* Have a great eye for detail and will be adept at proof-reading and checking papers and documents;
* manage relationships and communicate effectively with a wide range of stakeholders and partners ;
* manage a range of tasks, meeting tight deadlines where necessary with high quality work, including when working with external projects and partners;
* take ownership of an agreed work programme and demonstrate initiative in order to drive progress;
* use Microsoft Office applications effectively.

**Desirable attributes**

It would be an advantage for the Governance Officer to be able to demonstrate:

* an understanding of the nature and operation of voluntary or not for profit organisations at local or national level;
* an active interest or participation in sport and recreation.