

*'Heart speaks to heart'*

## Lead Governance Professional

**Salary range:** NJC 26

**Hours:** 12 hours per week (0.3 FTE) – flexible working patterns encouraged to balance the role's needs and your circumstances

**Contract:** Term Time Only + 2 weeks

**Working hours:** Evening meetings for Board and committees are required. Outside of these, flexible working patterns are welcomed to support completion of duties.

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

***Please make your preferred working pattern clear in your application***

At the Cardinal Newman Catholic Educational Trust, we believe "*heart speaks to heart*" — a principle that guides all we do in education and governance. As we enter a period of exciting growth and transformation, our Board of Directors seeks an exceptional Lead Governance Professional to provide strategic leadership and oversight of governance across our Trust.

This pivotal role carries responsibility for ensuring compliance with regulatory frameworks, embedding best practice, and consolidating governance arrangements that both challenge and support our academies to flourish in accordance with our Catholic mission and values.

### About the Role

You will lead and coordinate clerking across the Trust's Board and committees, working closely with the Chief Executive Officer, Newman Central Team, Directors, Principals, and administrative colleagues. Your role will be critical in shaping and sustaining robust, coherent governance practices that reflect the highest standards and drive continuous improvement.

This is an excellent opportunity for a forward-thinking, diligent professional who is passionate about governance excellence, coaching and mentoring colleagues, and making a significant impact on Catholic education in the region.

### The ideal candidate will be able to:

- Champion and embed the Trust's mission and values in all governance activities, ensuring decisions and processes are aligned with our ethos
- Take lead responsibility for the Trust's clerking arrangements and statutory governance compliance
- Establish and maintain consistent, high-quality clerking practices across Trust committees and schools
- Foster collaborative and constructive relationships across the Trust
- Demonstrate excellent communication and interpersonal skills, with the ability to coach, mentor and develop others

**We offer:**

- A dynamic and supportive working environment with a genuine commitment to your professional development and wellbeing
- The opportunity to contribute strategically to the growth and impact of Catholic education in the region
- Access to the outstanding Local Government Pension Scheme
- Flexible working arrangements that support a healthy work-life balance
- Generous holiday entitlement and access to the Trust's comprehensive benefits package
- A motivated and dedicated team and Board committed to excellence and community service

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

Application is via MyNewTerm or CES application form accompanied by a cover letter to the Chair of the MAT Board at [chair@newmancatholictrust.com](mailto: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:** 7<sup>th</sup> of July at 3 pm

**Shortlisting:** 7<sup>th</sup> of July at 5 pm

**Interviews:** Interview dates will be agreed with applicants – but the targeted date is Friday the 11<sup>th</sup> 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.*