



Governance Professional

Job description and person specification

Employer	Berry Education Ltd
Reporting to	Governance Support Service Manager
Salary	£26,813–£36,075 FTE, depending on experience; pro rata for part-time roles
Hours	Full-time and part-time roles available; flexible working arrangements supported
Location	Hybrid working, with regular travel to trusts and schools across the North East and national online support
Checks	Appointment is subject to proof of the right to work in the UK, a satisfactory enhanced DBS check and wider safer recruitment requirements

About Berry Education

Berry Education is a growing North East organisation supporting trusts and schools with high-quality governance services, advice and practical delivery. We are a genuinely collaborative, team-based workplace: colleagues share expertise, provide cover and challenge, and work together to give clients a responsive, dependable service.

We support flexible working and believe that a sustainable work-life balance matters. Team members have access to ongoing support, investment in continued professional development and genuine opportunities for career development and progression.

About the role

The Governance Professional will support trusts and schools across the North East, alongside providing online governance support nationally. The role combines relationship management, meeting and board support, accurate governance administration, advice, assurance and the effective use of technology.

We welcome applicants with direct governance experience and candidates whose transferable skills demonstrate the judgement, organisation, writing ability and relationship skills needed to succeed. Responsibilities and client allocation will reflect the successful candidate's experience, development needs and agreed working pattern.

Key responsibilities

Governance and board support

- Build trusted, professional relationships with chairs, trustees, governors, executive leaders, governance leads and school staff.
- Support the effective planning and delivery of board, committee and local governing body meetings, including annual calendars, agenda planning, papers, attendance and follow-up.

- Attend meetings in person and online, including agreed evening meetings, and produce clear and accurate minutes that appropriately demonstrate support and challenge, within required timescales.
- Maintain action logs and help boards and leaders monitor completion, impact and accountability.
- Provide proportionate governance guidance, escalating complex, sensitive or specialist matters to an appropriate senior colleague.
- Meet regularly with executive leaders, governance leads and chairs within the allocated client portfolio to evaluate needs, plan the governance cycle and agree priorities.
- Coordinate local governance arrangements for allocated trust clients and support effective information flow between the trust board, committees, local governance and members.

Assurance, compliance and quality

- Support clients to maintain accurate governance records, membership information, terms of reference, meeting documentation and other core governance information, utilising the TrustGov board effectiveness and assurance platform.
- Help boards work in line with relevant legal, regulatory and organisational requirements, policies and agreed schemes of delegation.
- Advise on board and committee constitution, terms of reference, succession planning, appointment and election processes, induction and required governance information.
- Support clients to understand the relevant governance framework, including articles of association, funding agreements, the Academy Trust Handbook and required filings or returns, seeking specialist advice where necessary.
- Contribute to governance reviews, skills and compliance activity, policy schedules, declarations, attendance monitoring and other assurance work as allocated.
- Apply Berry Education's quality standards consistently and participate constructively in peer review, feedback and continuous improvement.
- Handle confidential and sensitive information with sound judgement, integrity and appropriate information-security practices.
- Quality assure governance work products and service delivery within the allocated portfolio, contributing to consistent standards across Berry Education.

Technology and TrustGov

- Use TrustGov, purpose built board effectiveness and assurance software, to reduce administrative burden and support efficient, consistent governance delivery.
- Help clients and colleagues use TrustGov effectively, including meeting, action, policy, compliance and assurance features relevant to the agreed contractual requirements.
- Identify practical opportunities to improve processes through technology and provide constructive feedback that supports product and service development.
- Maintain clear governance communications for allocated clients and contribute to timely briefings, updates or bulletin content where required.

Team contribution and professional development

- Work collaboratively across the Berry Education team, sharing knowledge, supporting colleagues and providing planned cover where appropriate.
- Manage an agreed caseload and working pattern responsibly, communicating early where priorities, risks or capacity require attention.
- Participate in induction, supervision, team meetings, training and continuing professional development.
- Keep governance knowledge and professional practice up to date and apply learning to improve the quality of support provided.
- Contribute positively to Berry Education's growth, reputation and evolving services.
- Support or deliver governance briefings, forums, induction or training sessions where appropriate to experience and development.

Practical requirements

- A full driving licence, access to a suitable vehicle and willingness to travel regularly to client sites across the North East.
- Availability to attend agreed evening meetings, both in person and online. Working patterns and meeting commitments will be planned as fairly and flexibly as service requirements allow.
- Ability to work effectively in a hybrid environment, including independent home working, online collaboration and attendance at agreed team or client locations.
- Commitment to safeguarding children and young people. Appointment is subject to a satisfactory enhanced DBS check and safer recruitment requirements.

What Berry Education offers

- Salary of £26,813–£36,075 FTE, depending on experience and pro rata for part-time roles.
- Full-time and part-time opportunities, with flexible working arrangements supported.
- A genuinely collaborative, team-based workplace with access to advice, peer support and shared expertise.
- Ongoing investment in induction, training and continued professional development.
- Access to TrustGov and other software and technology packages designed to reduce administration and support effective governance practice.
- Real scope for career development and progression for colleagues who bring a collaborative mindset, commitment to high-quality governance and a desire to grow with the organisation.

Person specification

Governance Professional

We will assess candidates against the criteria below using the application, interview and any relevant work-based exercise. Direct governance experience is valuable, but strong transferable skills and the capacity to develop are equally important.

Area	Criterion	Status
Knowledge and experience	Experience in governance, education, executive or committee support, compliance, public/third-sector administration, legal services, human resources, professional services or another role requiring comparable judgement and organisation.	Essential
Knowledge and experience	Evidence of quickly learning new subject matter, frameworks or regulatory requirements and applying them accurately in practice.	Essential
Knowledge and experience	Experience supporting boards, committees, senior leaders or formal decision-making meetings.	Desirable
Knowledge and experience	Knowledge of school, academy trust or charity governance and relevant governance frameworks.	Desirable
Communication	Excellent written English and the ability to produce accurate, concise and well-structured minutes, reports, correspondence and records.	Essential
Communication	Confident, professional verbal communication and the ability to build constructive relationships with people in varied roles and at different levels of seniority.	Essential
Judgement	Ability to listen carefully, identify material issues, ask appropriate questions and distinguish routine matters from those requiring escalation.	Essential
Organisation	Strong planning and prioritisation skills, with the ability to manage multiple meetings, deadlines, actions and client commitments reliably.	Essential
Organisation	High attention to detail while retaining an understanding of the wider purpose and impact of governance work.	Essential
Digital capability	Confidence using Microsoft 365 or comparable productivity tools, online meetings, shared workspaces and web-based systems.	Essential
Digital capability	Experience using governance, board-portal, compliance, case-management or other SaaS software.	Desirable
Ways of working	Ability to work independently in a hybrid role while communicating proactively and contributing consistently to a collaborative team.	Essential
Ways of working	A service-focused, calm and adaptable approach, including when priorities change or sensitive issues arise.	Essential
Professional values	Integrity, discretion and a clear understanding of confidentiality, data protection and professional boundaries.	Essential

Area	Criterion	Status
Professional values	A collaborative mindset, openness to feedback and commitment to high-quality governance and continuous professional development.	Essential
Qualifications	A relevant governance qualification, or willingness to work towards an appropriate qualification as part of professional development.	Desirable
Qualifications	A Level 3 qualification or equivalent evidence of professional knowledge and capability relevant to the role.	Desirable
Practical	Full driving licence, access to a suitable vehicle and willingness to travel across the North East.	Essential
Practical	Availability for agreed evening meetings, with reasonable notice and within the agreed working pattern.	Essential
Practical	Right to work in the UK and willingness to undertake an enhanced DBS check.	Essential
Professional values	Commitment to safeguarding and promoting the welfare of children and young people, equality, diversity and inclusive practice.	Essential

Our approach to recruitment

Berry Education welcomes applications from people with different backgrounds and career paths. We are interested in what candidates can contribute, their capacity to learn and their commitment to working constructively with colleagues and clients. Reasonable adjustments will be considered throughout the recruitment process.

This document describes the main responsibilities and requirements of the role. It is not intended to be an exhaustive list, and duties may develop reasonably as Berry Education grows and services evolve.