



**Christ the
Redeemer College**
L o n d o n

GOVERNANCE OFFICER

(Post Reference: CRC-)

Salary Scale: £30,500 – £36,500 Per Annum/Pro Rata

ABOUT THE COLLEGE

Christ the Redeemer College (CRC) London is an academic institution established by the Redeemed Christian Church of God. We are a leading provider of vocational and higher education located in Harrow, London. CRC was founded in 1998 as Christ Redeemer Bible College originally located in the South-East of London and the purpose of the college was to train ministers for the Redeemed Christian Church of God.

At CRC we are dedicated to the training of men and women from a wide range of backgrounds to become leaders that serve people with quality and distinction, whether within ministry, business or in public service. We are a partner college of Newman University, Birmingham. The Main Campus is located at the College's own facilities at 23 The Village Way East, Rayners Lane, London. HA2 7LX and 2 other campuses at Ilford and Croydon.

Our education foundations are built on Christian Ethos though with a global commitment of empowering all students from every background to be able to grow and excel in a conducive environment. Our student body is diverse, including many under-represented and disadvantaged groups such as mature students and students from low-participation neighbourhoods.

CRC is committed to educating individuals to become church leaders, counsellors, health and social care professionals, qualified business leaders, community leaders etc. who can clearly understand and address the unique assets and needs of their communities. As communities are strengthened through strong leadership, they become more engaged within their immediate communities and can drive sustainable change. CRC's programmes equip leaders to change lives, revitalize congregations, and transform business and communities. Although CRC's primary focus has been its work with pastors, theological students, and church leaders, over the years, its programmes have also expanded to educate individuals to engage in business management studies, community development, health and social care.

CRC MISSION AND VISION

The CRC mission is to provide high quality, high value education to advance the leadership, ministerial and professional aims of our students in a competitive and dynamic global environment. Our aim is to offer the most positive learning experience possible in a setting that encourages and fosters friendliness and positive social engagement.

We seek to provide an engaging learning environment that fosters community and at the same time allows for individuality among the diverse student body. Our approach to training is targeted towards preparing students to become leaders in their chosen field of endeavour in business, employment or Christian ministry. CRC is also committed to training men and women, young and old, to communicate the Christian faith in a contemporary environment and to be effective leaders and witnesses in the 21st Century world.]

CORE VALUE

Our core values lie in our wholehearted commitment to our students, staff and stakeholders, and our constant efforts to improve in all we do. Our approach is inclusive; we celebrate diversity and will tirelessly strive to enhance the life opportunities that a good education provides for our students. CRC aims to be both financially and environmentally sustainable, seeking always to reinvest our resources to enhance:

- the student experience.
- our research capacity.
- our engagement with the public, business and Christian community.
- our commitment to our local communities and
- our commitment to provide a learning environment underpinned by Christian ethos.

We will be decisive and focused on all we do, and plan with a realistic ambition founded on our strong progress to date and will:

- embrace challenges and seize opportunities
- expect and celebrate creativity and excellence
- act responsibly and with integrity
- show determination, resilience, ambition and adaptability
- work together to deliver our Vision

STRATEGIC AIMS

Our strategic aims are gathered together under headings that reflect both our vision and values. These are:

- To enhance teaching and learning and the student experience
- To grow our research provisions
- To build a robust College community
- To collaborate with external partnerships
- To build robust sustainability.

JOB DESCRIPTION

Job Title: Governance Officer

Department: Registry

Reports To: Registrar

Location: CRC Main Campus, 23Village Way East, Rayners Lane. HA2 7LX

About the Role

Job Summary

To ensure effective implementation of the governance framework across the College by providing high-quality secretarial and administrative support across the governance structure. The postholder will lead on governance coordination, policy development, and strategic reporting, supporting the senior management team in delivering transparent, compliant, and accountable institutional governance.

Key Responsibilities

- Provide comprehensive secretarial support and effective servicing of the College's governance framework, including scheduling meetings, preparing agendas, distributing papers, and taking accurate and timely minutes of meetings.
- Coordinate with senior staff and Chairs of Committees to ensure the timely preparation, collation, and distribution of all committee papers.
- Communicate meeting dates, agendas, and papers to all members in a timely manner, maintaining the annual governance meetings schedule.
- Maintain accurate and secure governance records, including minutes, agendas, action logs, and archives, ensuring accessibility and proper version control.
- Support post-meeting actions by tracking decisions, maintaining action trackers, and ensuring follow-up and reporting to relevant governance bodies.
- Maintain the Register of Interests for all committee members and senior officers, ensuring regular review and updates.
- Provide professional administrative and governance support to the Senior Management Team and assist with special projects and initiatives as directed by the Registrar or Rector.
- Monitor compliance with statutory and regulatory requirements relevant to governance and reporting.
- Liaise with internal and external stakeholders to ensure governance practices align with sector expectations and best practice.
- Act as a central point of contact for governance-related queries, providing accurate information, advice, and guidance to staff, committee members, and external partners.
- Facilitate governance and compliance training for staff and committee members to promote understanding of governance processes, roles, and responsibilities.
- Develop and maintain effective stakeholder management and engagement techniques to strengthen communication and governance awareness across the institution.
- Promote and uphold the College's Governance Framework and related processes in line with the requirements of validation and awarding bodies and the Office for Students.
- Undertake other duties or responsibilities reasonably requested by the Registrar.

Person Specification

It is important that anyone employed by Christ the Redeemer College is in alignment with the aims and objectives of the college as provided and available on website and other platforms.

The successful candidate will be a confident individual who will work closely with staff, students and the academic community. Applicant will need to demonstrate excellent communication and interpersonal skills and be highly motivated to operate in a dynamic and busy environment, while maintaining the highest standard of professionalism.

Essential

- Experience in a UK higher education environment and educated to degree or postgraduate level.
- Proven experience in governance or executive support roles within education, public sector, or comparable settings.
- Excellent written and verbal communication skills, with the ability to produce accurate minutes and documentation.
- Strong organisational and time management skills, with the ability to prioritise competing demands.
- High attention to detail and accuracy in record keeping and documentation.
- Ability to handle sensitive and confidential information with discretion.
- Proficiency in Microsoft Office and document management systems.
- Sound understanding of governance structures and the regulatory environment in which colleges and universities operate

Desirable

- Professional qualification recognised by the Chartered Governance Institute (CGI) or equivalent.
- Knowledge of governance frameworks in UK higher education (e.g., CUC Code of Governance).
- Experience supporting senior leadership teams, boards, or committees.
- Understanding of compliance and reporting requirements in the higher education sector.
- Demonstrable record of working at a middle or senior level within higher education.

Additional Information

- The role may require additional hours to support project requirements.
- The postholder will be expected to maintain the highest levels of confidentiality and integrity

Health & Safety

Under the Health & Safety at Work Act 1974 the post holder must take reasonable care of their own health and safety and that of any other person who may be affected by their acts or omissions. The post holder must also co-operate with the College on all matters concerning health and safety and not interfere with, or misuse, anything provided for the purpose of health, safety or welfare. The post holder must follow Health & Safety requirements in line with their training and instruction, and report to management any unsafe acts or conditions, defects in equipment or facilities that have the potential to affect health and safety. The post holder must report to management any injuries they receive whilst at work. Where post holders line manages staff and services, they will be responsible for the health, safety and welfare of

those staff and services in accordance with the College's Health & Safety Organizational Arrangements.

General Terms

This job description summarizes the main duties and accountabilities of the post and is not exclusive. The post holder is required to undertake other duties of similar level of responsibility. It is anticipated that this job description will change over time in accordance with the needs of the role and the post holder will be consulted on any proposed amendments. It is a condition of employment that staff will not disclose any information obtained in the course of their duties other than to those entitled to receive it. The post holder must ensure that the confidentiality of personal data remains secure and that 'restricted information' or 'highly restricted information' to which they have access remains confidential during and after their employment at CRC. All staff must undergo appropriate data protection training as defined by the College's Data Protection Policy and comply with the College's Information Security Policy and IT User Policies including the General Conditions of use of Computing and Network Facilities, Bring Your Own Device Policy and Wireless Networking Policy. The College is committed to equality of opportunity. All staff are required to comply with current legislation, College policies and good practice guidance.

All staff are required to act in a way that safeguards the health and wellbeing of children and vulnerable adults at all times. The post holder must be familiar with and adhere to appropriate safeguarding policies and guidance and participate in related mandatory/statutory training. Managers have a responsibility to ensure their team members understand their individual responsibilities with regard to safeguarding children and vulnerable adults.

All staff are required to participate in the College probationary and appraisal process and should ensure they are familiar with the processes, attend the mandatory meetings and training and plan time to prepare for their appraisal. Following probationary interviews and appraisals, staff are expected to undertake in any necessary learning and development and work towards the objectives that have been set.

The College expects staff to attend any training designated as mandatory and to undertake learning and development activities to support their role.

All absence from work must be reported in accordance with the College's Absence Management Policy and recorded on Teams and staff are expected to be familiar with and follow the Policy.

The College acknowledges its responsibility to provide a safe, smoke free environment, to its employees, service users and visitors. It is the policy of the College not to allow smoking on College premises other than in specifically designated areas.

General Terms & Conditions of Employment

The appointment is subject to meeting all pre-employment clearances and requirements of the Person Specification. All new employees undergo a period of probation in accordance with the College's Probationary Scheme and confirmation of employment is dependent on the satisfactory completion of that probationary period. The standard hours of work are based on 40 hours per week for Professional and Support Staff and 35 hours per week for Academic Staff. Your line manager will discuss with you the required working hours.

The College holiday year runs from 1st September to 31st August. The post carries an entitlement to 20 working days (for a full-time position, otherwise pro rata) of paid leave during the course of the holiday year (pro rata if the appointment is made during the holiday year), in addition to Statutory Bank Holidays. There may also be discretionary days and days when the College is closed on particular dates in the interests of efficiency.

Disclosure and Barring Service

It is a condition of employment that all relevant posts are vetted by the Disclosure & Barring Service (DBS) and if it applies to this appointment, you will be required to undertake a DBS check. The College will pay the fee for this service. Any false declarations or any findings from the Disclosure could affect the suitability for employment.

Pension and Auto Enrolment

If you meet the criteria set out below and are not already an active member of any of our pension schemes, the College will auto-enrol you into a suitable pension scheme.

The criteria for auto-enrolment is:

- Age - if you are 22 or over but no more than State Pension Age
- Earnings - a minimum of £10,000 per year
- Working in the UK

The finance team will advise employees on the details of pension schemes supported by Christ the Redeemer College and eligibility upon successful appointment.

Procedure for Application

Applications should preferably be submitted by e-mail (as opposed to post) on the College Application Form and should be completed in typescript wherever possible. We only accept a CV as a supplementary part of the application process. Considerable emphasis is placed in the shortlisting process on how candidates demonstrate in their application that they possess the qualifications, experience, skills and qualities which are required for the post.

Application forms should therefore refer explicitly to how you meet the essential and desirable criteria for the post you are applying for. The College is an Equal Opportunity Employer. Two referees should be identified who must be people who can comment authoritatively on you as a person and as an employee in relation to the level of the post and must include your current or most recent employer or their representative.

You must disclose whether you are related to any employee of the College, or to any member of the Council. Canvassing for appointment disqualifies you from being selected for interview or being appointed to the post in question. Should you be selected for interview please be aware that we are unable to reimburse interview expenses. If you have not heard from us within one week of the advertised closing date, please assume that you have not been shortlisted.

General Data Protection Regulations: Applicant Privacy Notice

CRC collects and processes your personal data so that it can meet its statutory and legal obligations, and when it has a legitimate interest in processing personal data before, during and after the end of the employment relationship. The data which forms part of your job application (for example, application form, CV, references, Equal Opportunities Monitoring Form, shortlisting and interview records) will be stored in a range of different places, which will include the College's HR and recruitment management systems (electronic and paper based), and in IT systems (including the College's email system). Your information may be shared internally with the HR Department and with employees who are involved in the recruitment and selection process, but only if access to your data is absolutely necessary for the performance of those roles. The College may share your data with third parties in certain circumstances. Personal data that the College uses for the purposes of equal opportunities monitoring and reporting is anonymised or is collected with the express consent of applicants, which can be withdrawn at any time. Applicants are entirely free to decide whether to provide such data and there are no consequences of failing to do so.

The College takes the security of your data seriously and has internal controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by the above employees in the performance of their duties. If your application is unsuccessful, your applicant data will be destroyed 6 months following the advertised closing date of the post you have applied for. If your application is successful, your applicant data will be retained during your employment and for 6 years following your leaving date. You can access and obtain a copy of your data on request and you can ask the College to change incorrect or incomplete data. In certain circumstances, you can ask the College to stop processing your data, or you can object to the processing of your data. If you believe that the College has not complied with your data protection rights, you can complain to the Information Commissioner. Further information about your rights in accordance with Data Protection and the GDPR Regulations can be obtained from the College Data Protection Officer.