



**Nottingham Roman Catholic  
Diocesan Education Service**



# **Governance Manager**

**APPLICATION PACK**



# Governance Manager

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## Introduction

The Diocese of Nottingham was established on 29 September 1850 and comprises the counties of Nottingham, Derby, Leicester, Lincoln and Rutland; except the District of Bassetlaw, Nottinghamshire and the area around Chesterfield, Derbyshire which was given to create the Diocese of Hallam in 1980. There are 86 schools in the diocese, (69 primary, 15 secondary and 2 independent). The Diocese of Nottingham has a strong tradition of providing good and outstanding Catholic education to some 30,000 children and young people. The Instrument of Government for diocesan schools states that they are part of the Catholic Church and are to be conducted as Catholic schools in accordance with canon law, the teachings of the Roman Catholic Church and the Trust Deed of the Diocese of Nottingham. At all times, our schools must serve as a witness to the Catholic faith in our Lord Jesus Christ. The post holder will be expected to demonstrate a willingness to support the Catholic ethos of the organisation.

The Nottingham Roman Catholic Diocesan Education Service (NRCDES) was established and registered as a charitable trust in 2011. It works on behalf of the Bishop of Nottingham on all matters relating to Catholic education. In 2017, the NRCDES began to implement Bishop Patrick McKinney's Plan for Catholic Schools in the Diocese of Nottingham. This resulted in the establishment of four Catholic Multi-Academy Trusts which contain all of the diocesan maintained schools; they were opened in September 2018. In September 2022, the St Thérèse of Lisieux Catholic Multi-Academy Trust was merged with the Our Lady of Lourdes Catholic Multi-Academy Trust. The NRCDES works in close collaboration with the Catholic Multi-Academy Trusts and the Nottingham Diocesan Catholic Youth Service (NDCYS).

This post is an exciting opportunity to work alongside the Director of Education and Deputy Director of Education to continue to provide high quality and valued support for all of our schools on their distinctive Catholic mission.

**The appointment will be subject to satisfactory pre-employment checks.**



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<b>Salary (FTE)</b>	S1 £40,777 - £45,091. Actual salary will be pro-rata.
<b>Start Date</b>	May 2026.
<b>Reporting to</b>	The Director of Education.
<b>Contract</b>	This is a permanent appointment. 2 days per week. Term-time only, plus an additional 2 weeks (to be worked by agreement over the summer holiday).  There will be a probationary period of 6 months.
<b>Employer</b>	The employer is the Nottingham Roman Catholic Diocesan Education Service, a charitable company.
<b>Location</b>	This is a hybrid post. The base is the Diocesan Centre, Mackworth. Some days may be home-based and others will be based at the office in order to meet the needs of the organisation.
<b>Pension</b>	A pension scheme is available which includes contributions from both the employer and employee.
<b>Expenses</b>	Travel and other work-related expenses will be paid in line with NRCDES policy.
<b>Notice Period</b>	2 months.
<b>Right to Work</b>	The post holder must have proof of the right to work in the UK.



# Job DESCRIPTION

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## Main Responsibilities

Working with and reporting to the Director of Education, the post holder will be a subject expert in the area of governance, supporting the strategic development of Diocesan Education Service policy and practice which will at all times be in keeping with the tenets and teachings of the Catholic Church and according to the vision set by the Bishop of Nottingham and implemented by the Director of Education.

The post holder will take a lead on:

- Developing NRCDES model policies, guidance and advice for Catholic Multi-Academy Trusts and schools which are compliant with any statutory codes or national guidance under the direction of the Director of Education.
- Supporting the strategic development and implementation of governance structures including training for foundation directors and local governors according to the vision established by the Director of Education.
- Developing and managing the recruitment, appointment and removal processes for foundation directors and local governors to include proposals for succession planning.

The post holder will represent the Bishop of Nottingham and the Director of Education with professionalism and integrity at all times.

## Policy Development

- To develop NRCDES model policies and guidance for Catholic Multi-Academy Trusts and schools to be in line with any current statutory requirements or codes and in keeping with the teachings and tenets of the Catholic Church; for example, complaints policy and procedure etc.
- To consult appropriately on policy matters and to communicate approved policy and guidance documents to Catholic Multi-Academy Trusts and schools following agreed procedures.



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## **Governance**

- To oversee the Catholic Multi-Academy Trust governance and accountability frameworks in accordance with the vision established by the Director of Education and to make recommendations for best practice to the Director of Education as appropriate.
- To keep fully up to date on all matters relating to governance from both a statutory and canonical perspective providing regular updates to the Director of Education and more widely, as requested.
- To be aware at all times of the statutory/canonical requirements and responsibilities of Catholic Multi-Academy Trust Boards and local governing bodies of schools and to ensure that NRCDES documentation remains up-to-date.
- To project manage and/or lead the development of training programmes for foundation directors and local governors according to the vision set by the Director of Education; to broker and/or deliver these training sessions for foundation directors and local governors in order that they can fulfil their statutory and canonical duties and responsibilities effectively.
- To liaise with 'governance leads' in the Catholic Multi-Academy Trusts in order to develop and strengthen their knowledge and understanding of governance issues.
- To oversee the realisation of a highly effective diocesan-wide online governor portal system, providing appropriate training/documentation and consulting with governance leads on usage.
- To develop and oversee efficient NRCDES processes and records on foundation directors and local governors for recruitment, appointment and removal, ensuring accuracy and compliance.
- To develop a local governor succession planning strategy by periodically undertaking a review of vacancies/issues arising in each of the Catholic Multi-Academy Trusts and providing regular reports and proposals to the Director of Education.
- To develop the role of Diocesan Leader of Governance (DLG) according to the framework established by the Director of Education which will lead to a self-sustaining model of support and development for local governing bodies in each Catholic Multi-Academy Trust (including, where necessary, carrying out external reviews of governance).
- To manage the preparation for and the facilitation of the annual meeting between the Catholic Multi-Academy Trusts and the Members according to the instructions set by the Director of Education.



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- To manage the preparation for and facilitation of an annual or bi-annual local governors' conference according to the instructions set by the Director of Education.
- To liaise with the Catholic Education Service on all issues associated with governance and to attend relevant working group meetings (to be authorised by the Director of Education in advance).

## **Company Secretary for the NRCDES**

- To act as the company secretary, understanding the legal implications of this position under the Companies Act 2006 and ensuring that the NRCDES complies with company and charity law.
- To ensure the timely and accurate filing of statutory documentation at Companies House and the Charities Commission, including confirmation statements, Director appointments/resignations and the filing of the annual accounts.
- To maintain the register of people with significant control and the company's registered office at Companies House.
- To maintain a register of the Board of Directors.
- To maintain a register of business interests for Directors.
- To manage the NRCDES risk register and to ensure that mitigating actions are identified and actioned, providing detailed and regular reports to the NRCDES Board as required.
- To ensure timely circulation of papers prior to meetings and to minute meetings of the Board and Committees as requested.

*This job description is a guide to the duties and responsibilities expected of the post holder. It is not intended to be exhaustive or exclusive and will be subject to change as working requirements dictate and to meet the organisational requirements of the NRCDES.*



# Person SPECIFICATION

**Key: E = essential criteria and D = desirable criteria**

## CRITERIA

### TRAINING AND QUALIFICATIONS

Educated to A Level or above, including a minimum of GCSE (or equivalent) grade C in maths and English

**E**

Educated to degree level 2:1 or above in a relevant subject or equivalent professional qualification

**D**

Member of relevant professional association, eg. ICSA

**D**

Certificate in Charity Law and Governance

**D**

Commitment to ongoing professional development

**E**

### PROFESSIONAL KNOWLEDGE AND SKILLS

Good understanding of regulatory frameworks relevant to MATs, including data protection, governance (*Governance Handbook* and *Academy Trust Handbook*), complaints

**E**

Good understanding of the distinctive nature of Catholic schools and the protocols regarding admissions for Catholic schools

**D**

Evidence of continuing professional development

**E**

Ability to manage a varied and complex workload as well as delivering to timescales

**E**

Strong ICT skills

**E**

Excellent verbal and written communication skills

**E**

Excellent planning and organisation skills

**E**



# Person SPECIFICATION

**Key: E = essential criteria and D = desirable criteria**

## CRITERIA

### EXPERIENCE

Experience of working in a company secretary role within the education or charities sector

**D**

Experience of working as a company secretary for a Multi-Academy Trust or other charitable organisation

**D**

Understanding of regulatory frameworks for the education sector

**E**

Experience of completing statutory returns for Companies House and other legislative organisations

**D**

### PERSONAL ATTRIBUTES

Willingness to support the Catholic Life of the organisation

**E**

Ability to command credibility and respect from all members of the diocesan community

**E**

Emotional resilience

**E**

Ability to self-evaluate and reflect

**E**

Ability to adapt to changing circumstances and new ideas

**E**

Attention to detail

**E**

Integrity and commitment to good governance

**E**

Ability to be respectful and promote equality of opportunity

**E**

### SAFEGUARDING

Understanding of safeguarding legislation concerning schools

**E**



# Application PROCESS

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For an informal discussion about the role, please contact the Director of Education by emailing Gill Burns (Director's P.A.) [gill.burns@nottingham-des.org.uk](mailto:gill.burns@nottingham-des.org.uk)

**Closing Date:** Monday 2 March 2026 at 12 noon.

To make an application, please complete the application form and also include a two-page supporting statement on how you meet the person specification for the role.

Please send your completed application to:

**Peter Giorgio** (Director of Education)

Nottingham Roman Catholic Diocesan Education Service  
The Diocesan Centre  
Mornington Crescent  
Mackworth  
Derby  
DE22 4BD

Or Email: [peter.giorgio@nottingham-des.org.uk](mailto:peter.giorgio@nottingham-des.org.uk)

