

Head of Governance and Risk

Candidate information pack

Together we make it possible



Affinity
Trust

We are Affinity Trust.

Affinity Trust is a social care provider and charitable organisation working in England and Scotland. With more than 30 years of experience, we specialise our support to people living with learning disabilities, autism, and other assessed needs.

Since we were established in 1991, we have been steadily growing and expanding our services to ensure that more people can live an active and fulfilling life.

Our organisation is a registered provider with the **Care Quality Commission** in England and the **Care Inspectorate** in Scotland.

We are a registered charity in **England and Wales** and in **Scotland** and operate as a company limited by guarantee registered under the Companies Act of 1985.

Our approach

At Affinity Trust, we are all about possibilities.

The people we work with have goals to achieve and milestones to reach.

We plan, communicate, and deliver with and alongside people, not for or in place of them.

By challenging harmful assumptions and championing positive change, we empower people to live the life they choose.

We build meaningful relationships and make connections in our communities. We are bold, passionate, and creative in exploring different ways of doing things.

At Affinity Trust, it is possible to live your life, your way.

It is possible to feel ambitious and supported. Courageous and reassured. Independent and encouraged.

It's not one or the other.

Together we make it possible.

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Purpose

Our purpose is supporting people to live their lives, their way.

Our values



People are at the heart of everything we do.

We listen, we learn, we build on strengths



We give our best.

What we do matters. Good days and bad. We take responsibility.



We work together.

We are one team and value people's strengths and differences. We are open and trusting with each other.



We have courage.

We try new things. We are creative and adaptable.

Job Title: Head of Governance and Risk

Reports to: Chief Executive

Responsible for: No direct reports (Standalone professional role)

Job Purpose

Reporting to the Chief Executive, the Head of Governance and Risk will be part of the Senior Leadership Team and work across the organisation to ensure Affinity Trust's governance, risk, assurance and resilience arrangements support safe, effective, person-centred services and reflect the charity's mission, values and regulatory obligations. The postholder will:

- Lead Affinity Trust's governance and assurance frameworks.
- Advise the Board, Chief Executive and Executive Team on governance, compliance and risk.
- Ensure robust and proportionate systems for risk management, internal control, business continuity, insurance and statutory compliance.
- Support the Chief Executive and Board to make sound, informed decisions that align with our mission and values.
- Promote a culture of openness, accountability, integrity and continuous learning across the organisation.

Key Responsibilities

Governance and Company Secretarial

- Serve as the registered Company Secretary for Affinity Trust and its subsidiary ATSL.
- Advise the Board, Chief Executive and senior leaders on governance, constitutional and regulatory matters.
- Ensure compliance with Affinity Trust's governing documents, the Charities Act 2011, Companies Act 2006, Charity Commission requirements, Office of the Scottish Charity Regulator (OSCR) regulations and Companies House rules, and other relevant legislation.
- Maintain statutory registers, records of trustee appointments and declarations of interests.
- Lead and co-ordinate the production of the Annual Report with the Chief Financial Officer.
- Plan and manage the annual Board and Committee cycle, ensuring high-quality papers are circulated on time and aligned to strategic priorities.
- Attend and minute Board meetings in person (London), supported by the Executive EA team and the Chief Executive's EA for logistics and paper co-ordination.
- Review and maintain governance documents and oversee the policy framework, ensuring key documents and policies are updated, approved and aligned with legal, regulatory and organisational requirements.

- Oversee the organisation's business continuity and crisis response framework, ensuring it remains current, robust and aligned to the organisation's risk profile and regulatory expectations.
- Support governance reviews, Board effectiveness evaluations and continuous improvement in governance practice.
- Lead Trustee recruitment, induction, development, appraisal processes and succession planning in partnership with the Chair and Nominations Committee.
- Champion high standards of governance, transparency and organisational integrity.
- Co-ordinate the Internal Audit Plan with the Executive Team and Committee Chairs for submission to the Finance & Audit Committee. Relevant Executives and Committees retain oversight of individual audits.

Risk Management and Assurance

- Lead, review and continuously improve Affinity Trust's risk management and assurance framework, including risk appetite, internal controls and proportionate decision-making.
- Maintain the corporate risk register and co-ordinate reviews with the Executive Team and senior managers.
- Provide insightful, timely risk and assurance reporting to the Board, Executive Team, and relevant Committees.
- Lead organisation-wide training and awareness on risk management, assurance, and organisational resilience.
- Oversee business continuity testing, assurance and continuous improvement activity, ensuring the organisation is prepared to respond effectively to critical incidents.

Strategic Partnership and CEO Support

- Act as a trusted adviser to the Chief Executive on governance, assurance, organisational resilience and emerging risks.
- Anticipate and respond to external regulatory changes and sector developments.
- Support the CEO and Executive Team in preparing for Board and Committee discussions, ensuring clear and high-quality reporting and assurance.
- Translate governance and risk insights into actionable, strategic improvements across the organisation.
- Provide constructive challenge that strengthens decision-making and long-term sustainability.

Legal Services Oversight

- Oversee the performance, value and effectiveness of external legal advisors, ensuring legal support is used appropriately, efficiently and in line with governance and compliance requirements.
- Work closely with the People team and the Quality team as the primary operational clients, while retaining governance oversight of legal risk.
- Identify opportunities for improved value-for-money and innovative legal service delivery models.

Information Governance (Governance Oversight)

- Provide governance oversight of information governance, data protection, and ICO compliance.
- Ensure policies, reporting and assurance processes reflect statutory requirements and best practice.
- Work closely with the Chief Financial Officer, who is the organisation's Senior Information Risk Owner (SIRO).

Person Specification

| | Essential |
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| Values | <p>We expect all colleagues to demonstrate our organisational values in how they work with wider team members, other partners, and the people we support:</p> <ul style="list-style-type: none"> • People at the heart of everything we do <i>We listen, we learn, we build on strengths.</i> • We give our best. <i>What we do matters. Good days and bad, we take responsibility.</i> • We work together. <i>We are one team and value people's strengths and differences. We are open and trusting with each other.</i> • We have courage. <i>We try new things. We are creative and adaptive.</i> |
| Skills and experience | <ul style="list-style-type: none"> • Significant experience in governance or company secretarial roles, ideally within the charity, public, or not-for-profit sectors. • Strong knowledge of charity and company law, regulatory compliance and governance best practice, including the Charities Act 2011, Companies Act 2006 and Charity Commission requirements. • Experience supporting Boards and Committees, including preparing papers and minutes. • Experience of information governance, including data protection, ICO compliance and working with the SIRO or equivalent to ensure effective oversight. • Experience designing and managing risk and assurance frameworks. • Excellent organisational and planning skills, with meticulous attention to detail. • Strong analytical skills, with the ability to turn complex issues into clear, actionable advice. • Confident communicator able to influence at Board and Executive level. • High standards of professionalism, integrity and discretion. • Strong drafting, reporting, and presentation skills. |

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| | <ul style="list-style-type: none"> • Proactive, self-motivated, and able to balance strategic insight with hands-on delivery. |
| Education and Qualifications | <ul style="list-style-type: none"> • Degree-level education or equivalent experience. • Professional governance qualification (e.g. Chartered Governance Institute, the Institute of Chartered Secretaries and Administrators, the Institute of Risk Management, or equivalent). • Evidence of commitment to continuous professional development. • Full UK driving licence. |
| Other | <ul style="list-style-type: none"> • A credible, professional, and values-led ambassador for the organisation. • Willingness to travel nationally and stay overnight when required. |

Next steps

Are you ready to join us?

Working Pattern

Hybrid working with minimum 2 days per week in the our Head Office in Thame (Oxfordshire)

Salary and Benefits

The salary for this role is £65,000.00 pro rata, and we are offering it on a full-time basis.

33 days annual leave pro-rata (including bank holidays), which we increase the longer you are with us.

- **Hybrid working** - We recognise that offering our employees the flexibility to work two days in the office and three days from home not only enhances productivity and sparks creativity but also cultivates stronger collaboration through a blend of of in-person and remote interactions.
- **Stream** – an app that gives you access to a percentage of your pay as you earn it, access to coaching, vouchers, discounts, cashback and more.
- **Blue light card** – we will reimburse your Blue Light Card membership which provides discounts in your favourite shops and restaurants.
- **Simplyhealth** - Fully funded health cash plans giving you access to a 24-hour GP, money back on prescriptions, dental treatment, opticians and access to many more health benefits.
- **Buy and sell annual leave** – transfer windows open twice a year.
- **Pension and Life Assurance** - you'll be enrolled into our Scottish Widows pension scheme and a Life Assurance scheme.

Apply today

We're transforming how we support our people.
Are you in? We want to hear from you.

We're committed to being Disability Confident and we guarantee to interview all applicants with a disability who meet the minimum criteria for the vacancy.

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