



Sycamore Trust

Grow together, Learn forever

Governance and Risk Lead Recruitment Pack

Closing Date: Tuesday 25th August
Shortlisting: Wednesday 27th August
Interviews: Tuesday 1st September



Governance and Risk Lead

Working Hours:	Full time, 37 hours per week
Salary:	Grade 12 (SCP 31-33) £41,771 - £44,075
Contract:	Permanent, all year round
Required From:	September 2026, or soon thereafter

Providing confidence, assurance and leadership across a growing Trust

As The Sycamore Church of England Trust continues to grow, so does the need for strong governance, effective compliance arrangements and robust risk management.

We are seeking to appoint an experienced Governance & Risk Lead to provide leadership across governance, compliance and risk assurance. Working closely with Trustees, senior leaders and schools, you will help ensure statutory responsibilities are met, risks are effectively managed and governance processes remain robust, consistent and well understood.

This is an exciting opportunity for a professional with experience in governance, compliance, risk, assurance, audit or regulatory environments who is looking to make a meaningful impact across a growing organisation.

Why Join Us?

You will have the opportunity to:

- Lead governance, compliance and risk management across a growing Trust.
- Work directly with Trustees, senior leaders and school leaders.
- Develop systems and processes that provide assurance, transparency and accountability.
- Manage and develop a small compliance team.
- Support effective decision-making through strong governance and risk oversight.
- Influence how governance, compliance and risk arrangements evolve as the Trust grows.

What We Can Offer

- A senior leadership role with Trust-wide influence.
- The opportunity to shape governance, compliance and risk arrangements across a growing organisation.
- The chance to manage and develop a small compliance team.
- A collaborative and supportive central team.
- Commitment to professional development and continuous improvement.
- The opportunity to make a genuine difference to schools, leaders and governance stakeholders.

Interested?

For an informal discussion about the role, please contact Jo Seddon, Director of Operations.

Applications should be submitted online. We are unable to accept CVs or paper applications. If you require support to complete your application, please contact us on 0161 505 2519 or recruitment@thesycamoretrust.co.uk and we will be pleased to assist.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undertake an enhanced DBS check.

Job Description	
Post Title	Governance and Risk Lead
Reporting to:	Chief Operating Officer (COO)
Main Purpose of the Role	
The Governance & Risk Lead is the Trust's lead professional for governance, compliance and risk management. The postholder will provide expert advice, guidance and assurance to the Chief Operating Officer, Executive Team, Trustees and Local Academy Committees, ensuring that statutory and regulatory requirements are effectively understood, implemented and monitored across the Trust. The role is responsible for leading governance, compliance and risk management across the Trust, including undertaking Governance Professional responsibilities for the Board of Trustees. The postholder will develop and continuously improve governance frameworks, compliance processes and risk management arrangements, ensuring statutory requirements are met, risks are effectively managed, and decision-making is supported by clear information and robust assurance. Working across a growing Trust, the Governance & Risk Lead will lead and develop a small compliance team, oversee governance and compliance activity, and drive consistency, quality and continuous improvement across the organisation.	
Core Responsibilities and Tasks	
Governance Leadership and Professional Support • Act as the Trust's lead professional for governance. • Undertake Governance Professional responsibilities for the Board of Trustees, ensuring governance arrangements comply with statutory, regulatory and constitutional requirements. • Lead the planning, coordination and administration of Trustee meetings, including agendas, reports, minutes, action tracking and governance records. • Provide professional advice and guidance to Trustees, Local Academy Committees, Executive Leaders and school leaders on governance matters. • Develop and maintain governance frameworks, templates, guidance and resources that promote effective decision-making, accountability and consistency across the Trust. • Establish and oversee governance arrangements for Local Academy Committees, including meeting cycles, agenda structures, reporting templates, governance platforms, record-keeping requirements and quality standards. • Coordinate Trustee and Governor recruitment, induction, training and ongoing	

Job Description

development.

- Support the coordination of governance-related hearings, complaints, appeals and other statutory panel processes.
- Monitor the effectiveness of governance arrangements and lead continuous improvement across the Trust.

Compliance and Regulatory Assurance

Lead the development, implementation and continuous improvement of the Trust's compliance framework.

- Ensure statutory and regulatory requirements are identified, communicated, monitored and reviewed across the Trust.
- Oversee Trust-wide policy management arrangements, ensuring policies remain compliant, up to date, accessible, maintained and reviewed within agreed timescales.
- Monitor changes in legislation, regulation and statutory guidance, advising on implications and required actions.
- Ensure systems and processes are in place to support effective governance, compliance monitoring and assurance.
- Maintain oversight of governance, compliance and statutory records, registers and documentation, ensuring information is accurate, accessible and appropriately maintained.
- Ensure published governance and statutory information, including websites, GIAS and regulatory disclosures, remains accurate and compliant.
- Coordinate compliance reviews, audits and assurance activities, ensuring actions are implemented and monitored to completion.
- Support the preparation of governance and compliance evidence required for internal and external audit, inspection and review processes.
- Provide assurance reporting to Trustees, Executive Leaders and Committees regarding governance, compliance and regulatory matters.

Risk Management

- Lead and coordinate the Trust's risk management arrangements, ensuring there are clear processes for identifying, assessing, monitoring, reporting and escalating risk.
- Work with leaders across the Trust to embed effective risk management practices.
- Produce risk reports and assurance information for Trustees, the Executive Team and relevant Committees.
- Monitor emerging risks and support leaders to implement effective mitigating actions.
- Provide oversight of governance, compliance and operational risks, ensuring appropriate controls and assurance arrangements are in place.

Leadership and Team Management

- Lead, manage and develop the Trust's governance, compliance and risk function.
- Line manage Compliance Officer/s and other staff within the function as required
- Allocate workload and resources to ensure effective delivery of governance, compliance and risk activities.

Job Description

- Provide professional advice, coaching and support to team members and colleagues contributing to governance and compliance activity.
- Promote collaborative working, continuous improvement and high professional standards across the Trust.

Stakeholder Engagement and Organisational Development

- Build effective working relationships with Trustees, Governors, school leaders, colleagues and external partners.
- Act as a trusted adviser on governance, compliance and risk management matters.
- Promote a culture of accountability, transparency and continuous improvement.
- Contribute to the development of efficient systems, processes and communications that strengthen governance, compliance and organisational effectiveness across the Trust.

Corporate Responsibilities

All employees of The Sycamore CE Trust have a responsibility for, and must be committed to, safeguarding, and promoting the welfare of children and young people and for ensuring that they are protected from harm.

In addition, we expect all employees to:

- Be aware of, support and contribute to the ethos and values of the Trust.
- Recognise own strengths and areas of expertise and use these to support and advise others.
- Participate in training and other learning activities and performance development as required.
- Familiarise themselves with, and adhere to, all relevant Trust Policies and Procedures
- Comply with the Trust's Health and Safety requirements.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents, and colleagues

This is an outline job description only and the post holder will be expected to undertake duties commensurate within the range and grade of the post or any other reasonable duties as directed by the Trust. Duties may be subject to periodic review, in consultation with the postholder, to reflect the changing work composition of the Trust.

Person Specification		
Qualifications, Knowledge, Skills, and Experience	Essential or Desirable	Assessment Method
Education and Qualifications		
Relevant degree, professional qualification or equivalent experience in governance, compliance, risk, assurance or a related field	Essential	Application Form, Interview, Certificates
Evidence of relevant and recent professional development	Essential	
Willingness to undertake or continue recognised Governance Professional training or qualification if not already held.	Essential	
Experience		
Experience within governance, compliance, risk, audit or assurance functions.	Essential	Application Form, Interview, Reference
Experience supporting Boards, Trustees, Governors or senior committees.	Essential	
Experience interpreting and applying legislation, regulation or statutory guidance.	Essential	
Experience developing and improving systems, processes and reporting arrangements.	Essential	
Experience leading, managing or coordinating the work of others.	Essential	
Experience within an academy trust or school environment.	Desirable	
Experience undertaking Governance Professional, Clerk or Company Secretary responsibilities.	Desirable	
Knowledge, Skills and Personal Attributes		
Strong understanding of governance, compliance and risk management principles.	Essential	Application Form, Interview, Reference
Ability to interpret requirements, analyse information and provide clear, practical advice to senior stakeholders.	Essential	
Strong organisational, planning and report-writing skills.	Essential	
Ability to identify and communicate risk, develop effective systems and improve ways of working.	Essential	
Professional credibility, sound judgement and the ability to build positive relationships whilst providing appropriate challenge.	Essential	
Experience of line managing or supervising staff.	Desirable	

Person Specification		
Qualifications, Knowledge, Skills, and Experience	Essential or Desirable	Assessment Method
Skills and Attributes		
Highly organised with strong attention to detail.	Essential	Application Form, Interview, Reference
Remains calm and focused when managing competing priorities.	Essential	
Motivation and Personality		
Values-driven and aligned with the ethos of a Church of England Multi Academy Trust.	Essential	Application Form, Interview, Reference
Collaborative, supportive and professional in approach.	Essential	
Resilient, adaptable and positive in a growing and changing environment.	Essential	
Additional Requirements		
Willingness to work flexibly within the scope of the role.	Essential	Application Form, Interview, Reference
Willingness to travel across Trust schools as required.	Essential	