

Job Description: EdCity Project Governance and Compliance Lead

Reports to: Director of Risk and Corporate Governance

Location: Currently operating hybrid working in our West London Office

Contract: Permanent (starting as soon as possible)

Pattern: Full time (standard hours 9am – 5.30pm) or with the option to be part-time starting at 0.6 FTE minimum. (We are also open to discussions around other flexible working patterns)

Salary: £55,000 to £60,000 (depending on experience)

About the role:

EdCity is a ground-breaking not-for-profit partnership between national education charity Ark and the London Borough of Hammersmith & Fulham. With a £150m investment, EdCity is designed to be a new neighbourhood hub that opens up social, economic and educational opportunities for local people of every generation, from infants to adults, and which provides new state-of-the-art facilities for learning, living and working.

EdCity is moving towards phase two of completion, and Ark is now looking for a Project Governance and Compliance Lead to help us bring together the threads of this pioneering mixed-use public and private space.

Playing the role of a key advisor and aide to the EdCity team within Ark, and also supporting the EdCity Board and their professional working with our project assurance boards; you will combine a legal sensibility and governance experience with outstanding stakeholder management skills, an understanding of how high-profile projects are brought to life, and ideally, experience of delivering for the UK's children and young people.

In addition to working on EdCity, the appointed candidate will join the Ark corporate governance team, providing advice and support to Ark projects, corporate assurance and compliance functions.

Key Responsibilities:

- Responsible for EdCity's governance, also acting as company secretary and reporting on key information as required
- Responsible for ensuring successful engagement and management of the EdCity Board. Ensuring a highly organised and detailed approach to board management is developed and maintained
- Responsible for maintaining excellent working relationships with all stakeholders, specifically including the EdCity Development Director with whom this role will work very closely

EdCity

- Act as Company Secretary for the 3 EdCity Boards:
 - o EdCity Development Limited
 - o EdCity Management Company
 - o EdCity Office Limited

- Report on key governance risks and act as a source of information and advice for the EdCity Development Director and the Ark leadership team on governance and compliance in respect of EdCity
- Responsible for delivering outstanding governance and compliance for EdCity, including advising on and implementing improved processes, tools and reporting
- Ensure regulatory reporting to all relevant bodies, including the Charities Commission (as applicable)

Board and Stakeholder Management

- Support the EdCity Development Director to plan ahead for the yearly programme of board meetings, assisting in setting agendas, coordinating submissions for board papers; preparing Chairs' briefing notes in advance of each Board, and scheduling preparatory calls and reminder emails as necessary
- Responsible for attending boards both during and outside of working hours, taking accurate minutes, ensuring review and approval by key stakeholders, and circulating to the respective board members and attendees
- Responsible to maintaining action trackers for each board and following up with attendees to ensure timely completion, ensuring coordination and information flow between boards where appropriate, as well as reporting back progress to following Boards
- Establish and maintain positive and constructive relationships with a wide range of project stakeholders, including the London Borough of Hammersmith & Fulham, the Tenants of the EdCity scheme, the property and estate management teams, local community groups, and neighbouring landlords

Project Governance

- Create and maintain contract register for each Board. Assist Development Director in obtaining signature for key contracts, Prepare contract abstracts where relevant. Assist the Development Director in filing and record keeping of key agreements, appointments and contracts. Support in administering operational property contracts, particularly in case of non-performance
- Set up, maintain and review as needed: Board appointments, Terms of Reference of the EdCity Boards, and decision-making frameworks to ensure good governance and appropriate delegation
- Create and maintain risk register for the Boards of both EdCity Office and EdCity Management Company, in respect of the operational management of the office building and the mixed-use estate

Other

- Support to the wider governance team, as required, for instance advising or setting up governance arrangements for any new ventures Ark may establish. (Please note, this will be dependent on the capacity and experience of the successful candidate)

Person Specification: EdCity Project Governance and Compliance Lead

Qualifications

- Legal or company secretary qualification
- Project management certification or experience

Knowledge & Skills

- Legal, governance or project board experience gained in a context suited to the nature of the EdCity project
- Detail oriented, with experience of board support including organising meetings, agendas and taking accurate and concise minutes, ideally in a development or venture/project board context, and of project tracking and progression between meetings
- Exceptional stakeholder management skills including organisational skills and attention to detail
- Entrepreneurial approach, able to grasp responsibilities, to be self-motivated and to manage delivery as part of a small team delivering at speed
- Understanding of commercial law with proven contract management and scrutiny skills, including drafting heads of term and managing contract life cycle
- Experience working on property transactions or projects (desirable)

Personal Qualities

- Enthusiasm for Ark's mission and values
- Focus on philanthropy or charitable work
- Detail-oriented, with the ability to grasp and bring order to complex information
- Starter/finisher, with the ability to find a way forward and carry project compliance delivery to completion
- Proactive, a self-starter able to identify workstreams and take them forward with minimal direction. Able to deal with confidential and/or sensitive information with diplomacy and tact
- Strong interpersonal skills and the ability to communicate effectively with board members, leadership within the organisation, and external stakeholders
- Able to 'grow with us', contributing to the development of Ark corporate and schools' governance, venture boards and projects

Other

- Right to work in the UK
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- This post is subject to an enhanced DBS check

Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure

may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click this [link](#).

We aim to build a diverse and inclusive organisation where everyone – staff and students – can do their best work and achieve their full potential. We want to reflect and represent diverse perspectives across our organisation because we know that doing so will make us stronger and more effective. To know more about Ark's diversity and inclusion commitments, please click on this [link](#).