

POSITION DESCRIPTION



POSITION TITLE: Executive Governance Support Lead

LOCATION: National Support Office, with flexibility as agreed

REPORTS TO: Chief Executive Officer

DIRECT REPORTS: None

PURPOSE: To provide high-quality governance and secretariat support to the Board, Board committees, Chief Executive Officer and Executive Leadership Team. The role ensures meetings, papers, decisions, records and follow-up actions are clear, timely, accurate and aligned with SPCA requirements.

KEY ACCOUNTABILITIES:	KEY RESPONSIBILITIES:
Board and committee support	• Coordinate annual calendars, meeting schedules, agendas, papers and key deadlines • Prepare accurate minutes, resolutions, decision records and action registers • Ensure papers are complete, clear, well formatted and distributed on time • Maintain secure and accessible governance records
Executive governance coordination	• Coordinate Executive Leadership Team meetings and leadership forums • Document decisions, actions and accountabilities, and follow up progress • Keep Board, committee and executive planning cycles aligned • Maintain visibility of key deadlines, risks and dependencies
Governance compliance and records	• Maintain registers for conflicts of interest, delegations, memberships, appointments, policies and decisions • Support compliance with SPCA policies, governance documents and relevant requirements • Coordinate policy reviews, AGM activity, annual reporting inputs and Board appointment processes • Handle all records in line with privacy, confidentiality and retention requirements
Board papers and reporting	• Support leaders to prepare concise, decision-ready papers, briefings and reports • Check that recommendations, risks, financial implications and required decisions are clear • Manage paper deadlines, quality checks, version control and secure distribution • Prepare forward work plans, action updates, decision summaries and governance reports
Stakeholder relationships and communication	• Provide professional coordination between the Board, committee chairs, CEO, Executive Leadership Team and senior leaders • Coordinate briefings, information requests, responses and follow-up actions • Support induction and onboarding for Board and committee members

KEY ACCOUNTABILITIES:	KEY RESPONSIBILITIES:
	• Use sound judgement and diplomacy when managing sensitive or urgent matters
Governance systems and improvement	• Maintain effective templates, calendars, trackers, filing structures and workflows • Simplify and standardise governance processes where practical • Support secure digital tools for papers, records, meetings and action tracking • Promote clear accountability, continuous improvement and reliable follow-through
CEO collaboration	• Work closely with the CEO to coordinate governance priorities, meeting cycles, deadlines and briefings • Ensure Board and committee decisions are converted into clear actions and communications • Provide practical support during peak governance periods, AGM preparation and urgent priorities • Support cross-functional projects that require governance visibility or Board reporting
Health, safety and organisational contribution	• Take reasonable care of personal health and safety and avoid causing harm to others • Follow SPCA health and safety policies, procedures and emergency requirements • Report incidents, hazards and unsafe practices promptly, and complete mandatory training • Work constructively across SPCA, demonstrate its values and undertake other reasonable duties as required

INTERNAL FUNCTIONAL RELATIONSHIPS:

- Board Chair and Board members
- Committee chairs and members
- Chief Executive Officer, Executive Leadership Team and Senior Leaders
- Key operational teams

EXTERNAL FUNCTIONAL RELATIONSHIPS:

- Legal and governance advisers
- Auditors and assurance providers
- Regulators, funders and sector bodies
- Technology and meeting service providers

QUALIFICATIONS AND EXPERIENCE

- Significant experience in Board secretariat, governance coordination, executive support or a similar role
- Experience supporting a Board, committees, a Chief Executive Officer or a senior leadership environment
- A qualification in governance, business administration, legal studies, company secretarial practice, or public administration is desirable, although comparable experience and expertise will also be considered
- Experience in a charity, not-for-profit, public sector or complex multi-site organisation is desirable

SKILLS AND KNOWLEDGE

- Strong knowledge of governance processes, meeting cycles, agendas, minutes, decisions, action registers and records
- Excellent written communication, minute-taking, editing and document quality assurance skills
- Strong planning and organisational skills, with the ability to manage multiple deadlines and contributors
- Sound judgement and discretion when handling confidential, sensitive or high-risk information
- Strong stakeholder relationship skills and confidence working with Board members and senior leaders
- Advanced capability in Microsoft 365 and confidence using digital document and records systems

PERSONAL ATTRIBUTES

- Professional, calm, responsive and service focused
- Accurate, organised and reliable, with strong follow-through
- Able to work independently, anticipate needs and escalate issues appropriately
- Diplomatic and neutral, with a clear understanding of governance and management boundaries
- Committed to SPCA values and positive outcomes for animals, people and communities
- Able to attend some meetings outside standard business hours and travel occasionally when required

