



The Governing and Representative Body of

Arthur Findlay College

PIONEERING SPIRITUALISM
& PSYCHIC SCIENCES

Job Title:	Governance Officer
Department/Location:	Head Office – Hybrid can be discussed
Staff Responsibilities:	None
Reports to:	TBC
Hours of work:	35
Job Type:	Initially a Fixed term contract (6 months)
Salary Range:	Up to £44,000 (depending on qualifications and relevant experience)

Who are we looking for?

The Governance Officer role is for candidates with experience in compliance, risk management and charity governance who can ensure effective oversight of policies, controls and regulatory obligations. Suitable applicants are detail oriented, confident in interpreting regulation and able to collaborate across functions to embed good governance into business operations.

Role Purpose:

The Governance Officer provides operational support for the charity's governance framework, ensuring policies, procedures and reporting meet legal and regulatory requirements. This role focuses on maintaining internal controls, coordinating governance activities and delivering accurate governance information to The National Executive Committee (NEC).

The postholder acts as a first point of contact for governance queries, supports trustee and committee processes and helps to drive continuous improvement in governance practice. The role requires clear communication, sound judgement and the ability to manage competing priorities within a regulated environment.

Qualifications and Experience

- Professional qualifications in governance, compliance or risk management desirable but not essential.
- 2 to 5 years practical experience in governance, compliance, risk or legal function within a regulated environment and ideally within the third sector.

Contact

Maria.tickner@snu.org.uk to request a full job description or to send your CV for consideration.