

Governance Manager

Role profile

Department	Governance & Compliance		
Job number		Reports to	Head of Governance & Compliance
Date effective	June 2026	Salary band	9TP

Purpose

The Governance Manager will work alongside the Head of Governance and Compliance to ensure effective governance and compliance structures are in place within A2Dominion. This individual will work across the organization to promote transparency, integrity, and accountability in all aspects of governance, ensuring that decision-making processes are robust and align with the association's strategic objectives. The Governance Manager will work closely with Group Board and Committee Chairs and contribute to the culture of A2Dominion providing expertise whilst supporting continuous improvement in governance standards and practices.

Key responsibilities/ deliverables

- Lead the development, implementation, and monitoring of A2Dominion's governance framework, policies and procedures to ensure they align with regulatory requirements, best practices, and our values.
- Manage and provide expert governance advice to Board committees. Organise and manage board and committee meetings, including the preparation of agendas, minutes, and papers, and ensure decisions are accurately captured and followed through in a timely manner. Whilst managing the electronic meeting system (One Advanced/Decision Time).
- Provide expert governance advice to the Joint Venture partners. Organize and manage board meetings, including the preparation of agendas, minutes, and papers, and ensure decisions are accurately captured and followed through in a timely manner.
- Oversee the identification and mitigation of governance risks. Ensure compliance with all relevant legal, regulatory, and ethical standards, particularly in housing and public sector governance.

- Lead on maintaining all company registers managing Companies House filing and compliance returns.
- Build and maintain relationships with internal and external stakeholders to promote the association's governance standards and respond to governance-related inquiries or concerns.
- Work with the Head of Governance and Compliance and the Executive Management Team to monitor governance effectiveness and continuously improve systems, processes, and practices in line with feedback and evolving best practices.
- Support annual effectiveness reviews to ensure the Boards and Committees operate within Terms of Reference and provide accountable decision making and oversight.
- Support with the development and delivery of training programs to ensure that all staff, board members, and key stakeholders are informed about governance issues, policies, and procedures which contributes to A2Dominion's Board effectiveness.
- Lead signing and sealing of documents across the Group including liaison with signatories and internal customers;
- Support with the management of company secretarial and corporate governance matters
- Ensure timely and accurate reporting on governance matters to senior leadership and the board. Prepare reports on governance performance, compliance activities, and risk management efforts.
- Advise on governance trends and best practices to ensure that the association remains future-focused and aligned with long-term strategic goals.
- Working with the Comms and Finance teams, manage the approval of annual reports and financial statements, as well as running the annual AGM programme.

Line management

Direct reports None
Indirect reports None

Key internal contacts

Business Support Manager
Executive Management Team
Board and Committee Members
Transactions Team
Resales and Sales teams

Key external contacts

Legal advisors
External auditors
Internal auditors

JV partners

Operating environment/ dimensions

The Governance Manager will work in a dynamic, fast-paced environment where collaboration is key. They will interact with senior leadership, board and committee members, and teams across the organisation, promoting transparency and supporting good governance practices.

The role offers the opportunity to influence strategic decision-making, ensuring governance practices are robust and support the long-term goals of the housing association.

Knowledge, skills and competencies	Essential	Desirable
Qualifications/training		
Educated to GCSE level or equivalent in Maths and English (Grades A*- C)	A	
A professional qualification in Governance (e.g. ICSA) or similar		A
Knowledge and skills		
Proven experience in governance, risk management, and compliance within a large organization, ideally within the housing, public, or charitable sector.	A, I	
Strong leadership abilities, with excellent interpersonal and communication skills, able to engage with stakeholders at all levels and foster a collaborative working environment.	A, I	
Ability to anticipate challenges and proactively identify solutions, ensuring the organization remains compliant and operates efficiently.	A, I	
High level of attention to detail, especially in governance documentation and reporting, ensuring accuracy and completeness.	A, I	
In-depth knowledge of governance, housing law, regulatory requirements, and compliance standards relevant to the housing sector.		A, I
Experience managing complex projects and initiatives, with an ability to manage multiple priorities effectively and deliver results on time.	A, I	
Strong commitment to ethical standards, transparency, and accountability.	A, I	
Minute Taking	A	

A2Dominion values: Caring by nature; Working better together; Thinking for tomorrow

When applying the A2Dominion Behaviours, they should be contextualised by adding examples at one of three levels:

- 1. Senior Manager - Leading Organisations** – *Where the focus is on conducting strategic analysis and providing strategic direction to ensure the future sustainability of the organisation; holding the organisation accountable for the effective delivery of strategy*
- 2. Manager - Leading Others** – *Where the focus is on translating & delivering organisational strategy through self and others in an engaging and leaderful way; ensuring a 'what's possible' mind-set at all times*
- 3. Staff Level - Leading Self** – *Where the focus is on taking responsibility for delivering personal and organisational goals in a socially responsible "can-do" way*

All the behaviours for success will be referenced during the interview process and below are examples of how they will be demonstrated in the role.

Competency

Influential:

Influencing colleagues across the business to provide requested information in a timely manner

Future focused

Constantly looking for new innovative ways to bring governance alive

Engaging

Building great support networks across A2Dominion but also becoming a trusted advisor for colleagues, board and committee members alike

Resilient

Willingness to compromise or try to do things differently when asked

Performance focused

Ensuring deadlines are met for meeting paper circulation and all filings with Companies House

This role profile outlines the main responsibilities and requirements of the post. All employees are expected to comply with reasonable management requests to carry out additional or alternative duties.

How we will assess your match to the job:

- A = Application
- T = Testing
- I = Interview
- TS = Telephone Screen