



EngineeringUK
INSPIRING FUTURES TOGETHER

Job title	Corporate Governance Manager (part time)
Department	Finance and Corporate Services
Reporting to	Director of Finance and Corporate Services
Contract	Permanent part time (21 hours with working pattern/days to be agreed)
Salary range	£49,500 to 53,000 pa full time equivalent (will be pro-rated as part time)
Location	London with hybrid working (up to 60% remote working)

We are a not-for-profit organisation committed to increasing the diversity and numbers of young people entering engineering and technology to meet the future workforce needs, as well as promoting roles that help us work towards net zero and drive environmental sustainability. We currently have about 65 employees.

We are looking for an experienced and trusted individual to work closely with our CEO, Director of Finance and Corporate Services, and Board of Trustees to ensure strong governance across the organisation. You'll work with our friendly leadership team to make sure that, as a charity, we have effective policies and procedures in place.

EngineeringUK is an independent charity and a company limited by guarantee.

About the role

You'll be accountable for managing all areas of corporate governance relating to our Board of Trustees and related committees. This will include providing general advice on corporate governance matters, as well as drafting, updating and advising on corporate governance policies, documents and processes. You'll organise recruitment of new trustees, induction and onboarding, preparing, editing and circulating agendas and papers as well as management of a plan of corporate meetings.

You'll manage our register of interests, coordinate the risk register, report on this and provide advice as required, such as around conflicts of interest, while also supporting internal audit and working closely with the CEO and Director of Finance and Corporate Services.

You will work with senior colleagues to ensure regulatory requirements are met including submissions to relevant bodies and support board and committee projects, including Charity Governance Code compliance.

The role is London based at our office at 10 Lower Thames Street, London EC3R 6EN and may involve some travel in the UK.

We believe that hybrid working has many benefits and are pleased to offer flexible working **with a minimum of 40% a week in the office and the option for a flexible start and end to the working day** in our vibrant central London office overlooking the Thames. Further details on our flexible working practices can be discussed at interview or you can reach out to a member of our HR team.

Further details of the role can be found in the job description and person specification.



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About EngineeringUK

Our **purpose** is to drive change so more young people choose engineering and technology careers.

Our **vision** is that the UK has the diverse workforce needed for engineering and technology to thrive and drive economic prosperity, improve sustainability and to achieve net zero.

Our **mission** is to enable more young people from all backgrounds to be informed, inspired and progress into engineering and technology.

In the UK, we don't have enough engineers and demand is going up. So, we need more young people to realise there could be a future for them in engineering and technology. To really thrive, we need a stronger, more diverse and representative workforce and for that we have to do things differently to make engineering more appealing.

We are a not-for-profit working with hundreds of organisations across business, education, professional institutions and the third sector so we can all grow the future talent pool together. We drive that collective effort through research and evidence, leadership, activities for schools and advocacy, with a focus on long-term sustainability.

We guided by a series of values that we apply to all our activity:

- We are **inclusive** and care about diversity. We understand that we have different needs and create opportunities for everyone's voice to be heard
- We are **collaborative**. We listen, share and work in partnership to achieve our vision
- We are **curious** and keen to learn. We challenge ourselves and others to innovate and experiment
- We are **insightful**. We evaluate what we do and draw on research to make decisions and to improve our collective understanding
- We are **driven** by a strong sense of purpose. We are determined to make an impact and achieve our goals

About you

Essential Skills / Competencies

- You will have significant experience of working in corporate governance and able to demonstrate an understanding of the governance requirements of charities and companies.
- Able to provide advice and to know when to seek legal advice in relation to governance and company law.
- Experience of working with people across the organisation to support and encourage them to deliver to deadlines.
- Experience of servicing a Board and/or Committee.
- Excellent written skills.
- Ability to communicate effectively at all levels;



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- Excellent planning and organisational skills and an eye for detail;
- Ability to work to deadlines;
- Ability to maintain confidentiality;
- Good IT skills.
- Commitment to our mission and values, you will be able to engage with our values and work in a way that supports our commitment to equity, diversity and inclusion

Education / level of experience

- 5+ years experience of working within corporate governance.
- You may ideally hold ICSA Postgraduate Certificate in Charity Management and/or ICSA/CGI Chartered Secretary.
- You may ideally have experience of working in a small to medium sized organisation with charity status.

EngineeringUK is committed to being an inclusive workplace, where everyone feels they belong. This is supported by the dedicated work we are doing to ensure our policies and practices are inclusive and that our staff are trained to be able to fulfil this commitment.

We value the benefits of a diverse workforce and encourage applications from people of all backgrounds and experiences. Our recruitment process is designed to be as accessible and inclusive as possible and to ensure people are individually assessed regardless of their backgrounds or characteristics.

We are an equal opportunities employer and are open to flexible working, including job share.

Applying for this role

Applications

If you would like to request to submit your application in an alternative format to support accessibility, please let us know.

We want to hear your voice and experience in your application. We acknowledge that you may use AI tools to polish a response, but your application should reflect your experience and voice. All applications are reviewed and scored by our human hiring team. Our system flags responses that it judges to be AI generated and your application may be disregarded if we feel it has been completely AI generated

The deadline for applications is 5pm on 17th June.

Interviews

Applications will be assessed against the requirements for the post as set out in the job description and in the 'about you' section above.



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We are a Disability Confident committed employer. We guarantee an interview to any disabled people who meet the minimum requirements of the role. Additionally, if there are any reasonable adjustments we can make to make this process easier for you then we are happy to do so. Just complete the relevant sections of the online application form.

We aim to notify candidates who have been shortlisted on 24th June. If you have not heard from us after this date, please assume that you have not been successful.

First interviews date will be 1st July.

What can we offer you?

- Competitive salary
- 28 days paid annual leave (plus bank holidays) pro-rated; in addition we normally close for the Christmas week
- Competitive pension (10% employer contribution)
- Annual bonus opportunity
- Flexible working
- A vibrant office with terrace overlooking the Thames embankment and Tower Bridge
- Employee Assistance Programme
- Life Insurance (4 x salary)
- Cycle to Work Scheme
- Long term illness/incapacity insurance cover (permanent health insurance or PHI)
- Annual private health check for employees
- Discounted gym membership
- Yearly flu vaccination

