

## Microbiology Society – Job Description for:

Job Title: Head of Governance  
Reports to: Chief Operations Officer  
Department: Operations  
Location: 14-16 Meredith St, London, EC1R 0AB

### 1.1 About us

The Microbiology Society is a membership charity for scientists interested in microbes, their effects and their practical uses. It is one of the largest microbiology societies in Europe with a worldwide membership based in universities, industry, hospitals, research institutes and schools.

Our members have a unique depth and breadth of knowledge about the discipline. The Society's role is to help unlock and harness the potential of that knowledge.

Read more about our mission and values at [microbiologysociety.org](https://microbiologysociety.org)

### 1.2 About you

We are looking for a new Head of Governance to join our friendly and welcoming team, based in central London. You will provide strategic direction for governance across the Society's activities, working closely with colleagues and with Society members at all levels. Reporting to the Chief Operations Officer, the Head of Governance will be responsible for ensuring that the Society complies with all legal and statutory requirements and maintains excellent standards with all matters of corporate governance.

The Head of Governance will be a key role within the Society supporting the organisation to ensure strong efficient, effective, transparent governance of the Society. The Head of Governance will also work with managers and key staff across all teams to ensure a consistent and coherent approach to achieve the highest standards of accountability, compliance and transparency. The Head of Governance will also work with and support our members who hold positions on our Council, Committees, Divisions or Editorial Boards to ensure they can exercise their governance duties with confidence, skill and sense of fulfilment.

The postholder will contribute to and support the Chief Operations Officer in the delivery of Council's strategic objectives in relation to long-term sustainability by increasing efficiency and ensuring robust governance by supporting activities that place members at the heart of the Society and by growing and developing future leaders.

### 1.3 Duties

- Ensure the appropriate support structures and processes are in place to enable the Society to meet its responsibilities and obligations
- Lead and oversee high-quality support to the Society's Council, Committees, Divisions and Editorial Boards and other governance bodies;
- Keep abreast of developments within charity governance and policy;
- Manage the meeting schedule; the development of agendas and supporting papers for the Council, Committees, Divisions and Editorial Board meetings; and minute Council meetings whilst ensuring the quality and consistency of other meeting minutes is maintained.
- Manage and run elections and appointments to all Society Council, Committee and Divisions including; oversight of turnover, reviewing and developing job descriptions and nomination forms, effective marketing of positions and working with relevant Chairs to ensure appropriate skill selection.
- Lead the organisation of the Society's Annual General Meeting with operational support for delivery from the Conferences and Events team;
- Develop a continuous improvement action plan with the management team with organisational wide objectives along with providing support to the management team to enable the team to meet their own objectives and development plans;
- Lead on the completion of, and ensuring timely and accurate filing of, the Society's annual report and accounts and all other regulatory requirements of the Charities Commission and Companies House.
- Support with the induction of new trustees and organise ongoing training for all Council members to ensure relevant knowledge and skills are up to date. Lead a review for inducting new trustees and Committee members identifying gaps and opportunities for development.
- Provide support with correspondence, collating information and writing reports, including ensuring decisions made are communicated to the relevant Society members and stakeholders.
- Contribute to meeting discussions as and when required and provide information to the Senior Management Team of the legal and governance implications of proposed policies.
- Liaise with external regulators and advisers, such as lawyers and auditors, as directed by the Chief Operations Officer and Senior Management Team.
- Line management of the Governance and Operations Executive

## 1.4 Knowledge and Skills

### Essential

- Degree or equivalent experience
- Significant relevant experience (a minimum of five years at least) at a senior level working with a governing board
- Sound knowledge of the charity sector, or ability to acquire this quickly
- Good knowledge and proven ability to develop and implement effective, robust governance policies and procedures to ensure that the Council and Committees run smoothly
- Highly developed interpersonal skills with diplomacy and the ability to influence. Credible and able to deal comfortably with key individuals at all levels
- Significant project management experience with the ability to co-ordinate conflicting priorities, work accurately and to tight deadlines
- Excellent organisational and administrative skills with a systematic approach combined with attention to detail and a high degree of accuracy
- Excellent communication skills both written and oral
- Excellent administration skills including proven ability to take accurate and informative meeting minutes.

### Desirable

- Knowledge of membership organisations
- Experience of working within a professional or regulatory environment.
- Knowledge or understanding of wider governance issues such as information governance, risk management, and incident reporting and learning
- Experience of budget setting and budget management