**RECRUITMENT PACK**

**CORPORATE and GOVERNANCE OFFICER**

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**Closing date/time:  
Thursday 8 May 2025 at 10.00am**

**Interview date:**

**Wednesday 21 May 2025**

**Welcome**

Dear candidate,

I am pleased you have taken the time to review the application pack, and you are considering the opportunity to become part of the team at Drumchapel Housing Co-operative.   
  
We are a registered Social Landlord (RSL) based in Drumchapel providing housing services for 480 social rented properties**.** Our mission is "*delivering and supporting quality affordable homes and all-inclusive community living"* with a vision of "*making houses into homes in an all-inclusive community."* To allow us to achieve this, our values help underpin all the work that we do,

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| **D** | **R** | **U** | **M** | **H** | **C** |
| **Doing what matters most with and for our customers by putting them at the heart of everything we do.** | **Respect Treating everyone with courtesy and dignity whilst recognising diversity.** | **Understanding individual tenants needs/aspirations, ensuring their voices are heard by actively engaging with them and the community.** | **Motivate and support our people to be the best they can be.** | **High quality of service - striving for excellence in all we do -looking for smarter innovative ways of working to deliver positive outcomes and achieve value for money.** | **Community focused**  **Led by tenants for tenants** |

Further detail on our mission, vision and values can be found on our website [Drumchapel Housing Co-operative](https://www.drumchapelhc.org.uk/)

At Drumchapel Housing Co-operative we want every member of our team to realise their potential so we can meet future challenges. We are seeking someone who shares our values with a desire to make an impact on the community we serve in the role of Corporate and Governance Officer.

If this sounds like the right environment for you, we would encourage you read on to find out further details about the role and how to apply.

Good Luck

Pauline Burke   
Director, Drumchape Housing Co-operative



Thank you for your interest in the above vacancy.

I am pleased to enclose the following information in the recruitment pack:

* Job description
* Person specification
* What benefits we can offer you!
* Guidance notes for applicants on completing the application
* Information about the process
* Staff Structure

Visit [www.drumchapelhc.org.uk](http://www.drumchapelhc.org.uk) where you will find a broad range of information about who we are and what we do.

If you wish to apply, please use the application form provided with this pack. Your application should be e-mailed to our recruitment partner EVH, before the closing date/ time at the following address, [Recruitment@evh.org.uk](mailto:Recruitment@evh.org.uk)

Please note that it is your responsibility to ensure we receive your application before the **closing date of Thursday 8 May 2025 at 10.00am.** All applications will be acknowledged.

**Interviews will take place on date Wednesday 21 May 2025.**

A basic disclosure check will be required of the preferred candidate.



**Job Description and Person Specification**

Job Title: Corporate and Governance Officer

Grade: EVH Grade 7

Status: Permanent / full-time

Reports to: Director

**Job description**

The Corporate and Governance Officer will provide a high quality, comprehensive corporate and governance service to the Director and the Board of Management.

The key outputs of this role are listed below.

**Job outputs**

|  |  |
| --- | --- |
| **Role output** | **Includes the requirement to:** |
| **Corporate** | * Provide relevant PA support services to Director and Finance & Corporate Services Manager as required. * Consistently maintain a high level of confidentiality and discretion with all information relating to the Co-operative. * Maintaining schedules and registers to ensure compliance with the General Data Protection Regulations, Freedom of Information, Gifts and Hospitality Scheme of Publication etc. * Support the preparation of the Annual Return on the Charter, Tenant Report card and Annual Assurance Statement. * Co-ordinate the preparation of periodic performance reports for the Co-operative including those for which this post is responsible. * Oversee delivery of actions identified by the Board within the annual assurance statement and ensuring that supporting evidence for continued assurance is collated and updated regularly. * Undertake projects and specific pieces of work as directed by the Director including, research, analysis and report writing. * Provide corporate administrative duties including corporate filing accurately and timeously. * Research best practice, develop, produce, implement and review governance policies and procedures and guides, where directed. * Take ownership for the development, maintenance and review of all governance related schedules, policies, procedures and processes including the Policy Review Schedule. * Assume the lead role with our IT provider and be the primary point of contact * Identify areas of improvement in delivery of services and processes implementing change as required. * Ensure the complaints policy and procedures are followed. Prepare reports for the Management Board as required. * Any other duties as defined by the Director and Finance & Corporate Services Manager. |
| **Governance** | * + Take ownership of the annual Schedule and Calendar of Board and sub-Committee meetings and events.   + Prepare reporting cycles and co-ordination of meeting arrangements and the distribution of reports/documents for Board and Sub-Committees.   + Assist the Board to ensure that the decision-making process is underpinned by robust, compliant and transparent Governance administration.   + Undertake appropriate post-meeting action to ensure implementation of decisions arising from meetings and ensure forward plans are in place.   + Research and provide reports and guidance on Regulatory and Governance standards to the Director and Finance & Corporate Services Manager and Board.   + Establish and maintain confidential recording systems for key decisions of the Board and taking minutes of Management Board and Senior Team meetings as required.   + Support the corporate governance structure and decision-making framework to ensure all necessary information is provided in a timely manner and accurate files and records are maintained.   + To arrange, co-ordinate, attend and minute all Board meetings and events as directed   + Establishing and maintaining governance registers such as membership, details of Board and Office Bearers, attendance registers, Code of Conduct, Declaration of Interests, Gifts and Hospitality etc.   + Monitoring performance against our Rules and Remits, Standing orders, Schedule of Delegation of the Co-operative.   + Co-ordination of Annual General and Special General Meetings in accordance with our Rules.   + Assisting the Director and Finance & Corporate Services Manager with the planning and co-ordination of the annual Strategy Away Day for Management Board and staff.   + Co-ordinating recruitment of new Management Board members as and when required and governance training, induction and briefing sessions.   + Co-ordinate annual Board Performance Reviews and assist with the co-ordination and delivery of Board training and individual learning and development plans.   + Prepare and manage allocated budgets relating to the provision of governance advice, training and activities.   + Liaise with various external agencies and professionals on governance related matters including overseeing, monitoring and processing various returns.   + Ensuring the tasks of Company Secretary and responsibilities, as set out in our Rules, are appropriately supported and discharged. * Ensure that the Co-operative maintains full compliance with Scottish Housing Regulator standards of Governance and Financial Management and other Regulatory Requirements, Data Protection, Data Retention, Freedom of Information and Environmental Information Regulations requirements. * Ensure data is managed in accordance with the requirements of GDPR * Provide support to colleagues in respect of any requests in line with GDPR regulations. * Provide support to colleagues in respect of any FOI and EIR requests and compliance with Freedom of Information (Scotland) Act 2002 and the Environmental Information (Scotland) Regulations 2004. * Monitor ongoing compliance and ensure timely returns are made to the Information Commissioner Office * Undertake relevant audits relating to governance arrangements and Data Protection and Freedom of Information requirements. * Reporting on Freedom of Information and Environmental Information to regulatory bodies and other stakeholders as required. |
| **Office Management** | * Ensure adequate levels of office stock * Monitor and effectively manage:   Office overhead budgets  Board training budget  Staff training budget  Any other ad-hoc back-office activities |
| **Website administration** | * Develop a sound working knowledge of the Co-operative’s website and continuously develop it as directed by the Director * Continuously review the effectiveness of the website as a communication tool and work collaboratively with colleagues to develop the website * Attend website meetings as required to share Best Practice |
| **Communication** | * Lead the Co-operative’s Communication Group and work collaboratively with colleagues, Board members and all other Stakeholders to develop effective communication internally and externally. * Ensure all publications including newsletter and Tenant Report Card are issued according to the workplan. * Lead the review of corporate communications including the Business Plan, and any reports on performance across the Co-operative * Review and improve communication with all Stakeholders where applicable. |
| **Risk Management** | * Maintain the Co-operative’s Risk Register, ensuring that all identified actions are completed with the agreed timeframes |
| **Office Health & Safety** | * Comply with the Co-operative’s health & safety policies, requirements & relevant legislation. * Understand responsibilities as an employee under Health & Safety legislation. * Ensure the office health and safety and fire risk assessments and action plans are in place and update where required. * Ensure that all activities are discharged in a safe manner, minimising risk at all times. |
| **Other duties** | * Carry out any other reasonable duties as required from time to time |

**Person Specification**

|  |  |  |
| --- | --- | --- |
| **Education & Qualifications** | **Essential** | **Desirable** |
|  | * Educated to Higher level in a minimum of 2 subjects one of which must be English, or demonstratable skills, experience and knowledge | * Possession of a relevant professional qualification or knowledge and ability at an equivalent level |
| **Experience & Knowledge** | **Essential** | **Desirable** |
|  | * Experience in Corporate governance and compliance | * Understanding of Human Resources administration |
|  | * Experience of working to support Boards and committees |  |
|  | * Experience of minute taking |  |
|  | * Excellent communication and presentation skills with the ability to produce clear and concise reports |  |
|  | * Experience of working in a fast-paced role with a wide range of tasks and responsibilities |  |
|  | * Experience of Health & Safety administration in an office context |  |
|  | * Experience of providing excellent services to a range of customers both internal and external |  |
| **Skills & Abilities** | **Essential** | **Desirable** |
|  | * Experience of delivering high quality administration services | * Experience of working in the social rented housing sector |
|  | * Demonstrable ability to work to deadlines whilst managing conflicting priorities |  |
|  | * Excellent IT and computer literacy skills including the ability to interpret and manage data |  |
|  | * Ability to analyse and diagnose problems and provide solutions |  |
|  | * Customer centred approach – able to work in partnership with internal and external customers |  |
|  | * Excellent interpersonal skills including diplomacy, tact and negotiation |  |
| **Personal qualities** | **Essential** | **Desirable** |
|  | * Strong interpersonal skills with the ability to build working relationships within a team | * Committed to the principles of delivering excellent services in social rented housing |
|  | * High levels of Integrity, being ethical and remaining confidential |  |
|  | * Committed to continued professional development |  |
|  | * Highest level of personal and professional integrity with a willingness to take responsibility for decisions and actions |  |
|  | * A team player but is self-motivated and can work with the minimum level of supervision |  |
|  | * Flexible, adaptable and willingness to ‘muck in to meet organisational needs |  |
| **General Requirements** | **Essential** | **Desirable** |
|  | * Available to work out with normal working hours to attend evening meetings |  |

**This Job Description is intended to provide an outline of the post. The roles and responsibilities may alter due to changes in service delivery, legislative and/or technological changes or other factors. Therefore, you may be required to carry out additional duties as allocated by your line manager.**

**Review - This job description will be reviewed after the Corporate and Governance Officer’s first year in post following which it will move to a longer cycle. There will be consultation with the postholder prior to any reviews taking place.**



**What benefits we can offer you!**

|  |  |
| --- | --- |
| **Salary** | EVH Grade 7, points PA22 – PA25  £40,635 - £44,619 |
| **Contract Duration** | Permanent |
| **Hours** | 35 hours per week |
| **Place of Work** | Drumchapel Housing Co-Operative  4 Kinclaven Avenue Drumchapel Glasgow G15 7SP |
| **Holiday Entitlement** | 25 days per annum  15 public holidays |
| **Pension** | SHAPS Defined Contribution |
| **Notice Period** | 4 weeks |
| **Salary Payment Date** | On or before the 1st of each month |
| **Flexi-time** | Flexi-time system in operation |
| **Enhanced annual leave** | Enhance Annual leave after 5 years |
| **Continued Personal**  **Development** | Opportunities for personal and professional development |



**Guidance Notes for Applicants on filling in the Drumchapel Housing Co-operative Ltd Employment Application Form**

If you wish to apply please spend some time completing the application form. **Please read these notes carefully – they are to help you make the best of your application.**

1. The form should be completed in black text.

2. **Please do not send in your Curriculum Vitae.**

3. One of your references should be your present or most recent employer. If you have not been employed or have been out of employment for a long time, you may wish to give the name of someone who knows you sufficiently well to confirm the information you have given and to comment on your ability to do the job. Please note that referees will not be contacted prior to interview.

4. The enclosed Job Description and Person Specification lists the **minimum essential** requirements for this post. When short listing for interview, the selection panel will only consider the information contained in your application form and assess this against the Person Specification.

5. It is not the responsibility of the Selection Panel to make assumptions about the nature of the work you have done from a list of job titles. It is therefore important that you use the space provided to detail your experience and skills. Neither is it enough for you just to state that you meet the requirements; you must demonstrate this to the panel. Work, paid or voluntary, is not the only means of showing that you meet, the requirements of the post. Life experience and skills are just as valid, so long as you are able to demonstrate this.

6. If you are short listed for interview, the Selection Panel will wish to discuss the areas covered in the Person Specification in more detail. The Panel will also assess your commitment to and understanding of Diversity & Equal Opportunities.

7. If you are related to any members of staff, committee members, consultants, contractors or suppliers to the organisation – this should be shown clearly on the relevant part of the form. This will not necessarily be detrimental to your application.

Drumchapel Housing Co-operative is an Equal Opportunities employer and welcomes applicants from all sections of the community. We will interview all applicants with a disability who meet the essential criteria for the job.



**Information About the Process**

**Closing Date**

Please submit your completed application form by Thursday 8 May at 10.00amto our recruitment partner EVH at the following email address, [**Recruitment@evh.org.uk**](mailto:Recruitment@evh.org.uk) otherwise, it could be discounted.

**Short listing**

The shortlisting process will commence once the post has closed. All candidates will be contacted by close of business on 13 May 2025 via email to advise of the outcome of their application.

**Interviews**

Invites for interview will be issued to candidates by email with full details about the process on the day.

Interviews will take place on Wednesday 21 May 2025 and the interview panel will be made up of Pauline Burke, Director and Finance & Corporate Services Manager.

You will only be required to provide proof of eligibility to work in the UK if you are shortlisted for the post and invited for an interview.

You will also be asked to provide original documentary evidence of any qualifications that you possess relevant to the post and as detailed on your completed application form.

In accordance with the Data Protection Act 2018, the information that you provide us with for the purposes of recruitment and selection shall be stored confidentially and disposed of confidentially after 6 months have elapsed.

**General Enquiries**

If you have any queries about the vacancy, please contact our recruitment partner EVH in the first instance,

E: [Recruitment@evh.org.uk](mailto:Recruitment@evh.org.uk)

T: 0141 352 7435

A diagram of a company structure

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