

Governance Officer

Role profile

About us

The Royal College of Occupational Therapists (RCOT) is the UK's professional membership body for occupational therapy. We lead, uphold and advance excellence within the profession through research, the development and delivery of evidence-based standards and guidance, the provision of professional development, and the accreditation and enhancement of education. We champion and advocate for the professional standing of occupational therapists and position the profession to have maximum impact in improving people's health, wellbeing, participation through occupations, and quality of life now and for future generations.

Our values

We Impact	We make meaningful differences with all our work. We prioritise work that achieves our shared purpose and strategy. We go above and beyond for the people who need us.
We Challenge	We find new and better ways to make things happen. We are brave and bold in our ideas and actions. We challenge ourselves, each other and the status quo.
We Elevate	We lift up and support others to be and do their best. We are accessible and collaborative. We are united and move forward together, even if we sometimes disagree.
We Respect	We value each other and celebrate our differences. We are approachable, genuine and trustworthy. We listen to others and believe everyone's views should be heard.

Business Enablement and Compliance Directorate

In Business Enablement and Compliance, we work collaboratively with colleagues across RCOT to provide strong foundations and clear frameworks that enable us to be a sustainable, high-performing organisation delivering excellent outcomes for our charitable purpose.

The purpose of your role

RCOT is undergoing a period of organisational and governance development. As the Governance Officer, you will provide additional operational capacity and resilience to the Governance and Compliance team during this period of change.

Working under the direction of the Head of Governance and Compliance, you will support operational governance delivery and the implementation of governance improvements, such as strengthening governance documentation, records, and helping address governance-related backlogs. A key focus of the role will be improving the consistency, accessibility and sustainability of governance processes, resources and information so they can be embedded into business-as-usual operations.

Your main responsibilities	What you bring to the role
Operational delivery Lead the implementation of agreed governance improvements and review recommendations, using	Experience of supporting governance, compliance or corporate services activities within a charity, membership organisation, professional body, trade union or similar organisation.

sound governance judgement to plan work, resolve operational issues and embed changes in practice. • Lead the operational delivery of AGMs and elections, acting as project manager, working with colleagues and external partners to ensure arrangements, documentation and deadlines meet constitutional and organisational requirements. • Lead the review of improvement of induction arrangements for trustees and committee members, including associated guidance and support resources. • Take forward review and update of governance policies to reduce backlog and establish a sustainable review cycle. • Review and refresh governance content on the intranet and other resources, identifying gaps and ensuring information is accurate, current and accessible for colleagues. • Implement and embed governance procedures and develop templates and guidance so that activities are carried out consistently and can be sustained by the team. • Support development and implementation of agreed risk and contract governance frameworks, including preparing guidance, working with colleagues to embed new processes and reviewing assessments against agreed criteria. • Provide officer-level support for board and committee governance where required, including advice, review of documentation and delivery of agreed improvements working alongside the governance administration team. • Improve the quality, organisation and accessibility of governance records, registers and information. • Draft governance papers and other documentation arising from these areas of work, making recommendations for consideration and approval. • Support data protection BAU and improvement activities. • Provide other duties as may be required from time-to-time. • Requires resilience and adaptability to deliver outcomes through change and competing priorities. This includes remaining professional, staying calm under pressure, prioritising effectively, adapting plans quickly, learning from feedback, and escalating risks early	• Experience of implementing process improvements and embedding new ways of working. • Experience of drafting policies, procedures, guidance, reports or governance documentation. • Experience of coordinating projects or improvement initiatives involving multiple stakeholders. • Experience of supporting an AGM, election or other formal governance process. • Experience of maintaining accurate records, information and documentation. • Experience of supporting data protection, information governance or compliance activities is highly desirable. • Understanding of governance principles and how effective governance supports organisational success. • Excellent planning and organisational skills, with the ability to manage competing priorities and deadlines. • Excellent attention to detail and commitment to producing accurate, high-quality work. • Strong written communication skills, with the ability to produce clear and accessible documents. • A practical, proactive and solutions-focused approach. • Ability to work independently within agreed parameters while collaborating effectively with colleagues and stakeholders. • Sound judgement and confidence to identify issues and escalate appropriately. • Confidence using Microsoft 365 and digital systems to manage information, records and processes. • Work collaboratively and communicate clearly, demonstrating our values and ways of working.
Values and culture • Live our values in all that you do; celebrate it when colleagues live our values and raise it, respectfully, when they don't	

• Engage in regular conversations with your manager about objectives, wellbeing and performance (data, impact and outcomes) • Take personal ownership of your career development, seeking support and guidance as needed.	
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This role profile outlines the main responsibilities of the role but is not exhaustive. You may also be asked to take on other reasonable duties appropriate to the role.

Your main relationship will be with:

- Business Enablement and Compliance directorate
- Head of Governance and compliance
- Governance and Compliance team

A bit more about the role

- **You will report to:** Head of Governance and Compliance
- **Your contract will be:** Permanent, part time
- **You'll work:** Part-time 28 hours per week, 0.8FTE
- **You'll be based:** London Bridge but is a hybrid role, working flexibly between home and other environments
- **You'll be paid:** Circa £34,220 per annum (fulltime equivalent £42,775)

What we will offer you

- Holiday entitlement – 20 days
- **Christmas closure** – we're closed over the Christmas period. Additional time will be given to all employees to cover any working days during this period
- **Pension scheme** – RCOT operates a contributory pension scheme, you are eligible to join this scheme from your date of commencement. Contributions are made on a salary exchange basis and are 6% of gross salary from the employee and 9% from the employer.
- **Life cover** – four times annual salary.
- Free **eyesight testing**.
- Free **Health and wellbeing app**.
- **Flexibility** through a hybrid working model, which offers a blend of home and office-based working, with a minimum of one office days a week.
- **Supportive networks and inclusive team** - we have several colleague networks to support colleagues and provide a space for discussion and reflection, as well as promote allyship.

Equity, Diversity & Belonging

As a membership organisation, a professional body, and an employer, RCOT is committed to leading innovative change to promote equity and social justice and build a sense of belonging for all our staff, members, and the populations we serve. Our ambition is to have a diverse workforce that is representative of the communities we serve. We don't only embrace diversity, we celebrate it, nurture it and support our staff in realising their true potential. We are passionate about creating an environment free from discrimination and harassment where people can be their authentic self and recognise that each of us is unique. Therefore, our definition of diversity goes beyond those defined in equality legislation and we will afford the same standards and principles to those with lived experiences.

We welcome applicants from all backgrounds and are keen to see applications from people with lived experience of disability or long-term health conditions, from minoritised ethnic and LGBTQI+ communities.