



Governance, Compliance and Development Officer

Permanent

Full/Part time hours: 30 – 37 hours per week (flexible for the right candidate, with a requirement to attend early evening Governor and Trust Board meetings)

Weeks: 42 weeks per year

Salary: Grade 8 and Scale point range 32-35, £36,371- £39,571 pro rata

Actual Salary: Grade 8 (37 hrs/42 wks) and Scale point range 32-35, £33,501 - £36,449

Start date: 1st September 2022

Cascade Multi Academy Trust is seeking to appoint a Governance, Compliance and Development Officer to join the Trust. The successful candidate will work as part of the Central Team, across the whole Trust.

Our vision at Cascade MAT is to transform the life chances of our children; ensure safe and secure learning environments; create inspirational places for our staff to work and to be an influential part of the local community.

Across the Trust we inspire our children to aim high and succeed, equipping them with the necessary skills and knowledge for the future. We promote understanding, respect and tolerance for each other. This is an exciting time to join Cascade Multi Academy Trust with each of its four schools judged as good by Ofsted.

The Role:

We are looking to recruit someone to join our Central Trust Team and contribute to the development and delivery of our Governance, Compliance, Development and Data Protection functions. This is an exciting opportunity to work across the Trust to support the Trust Board, Local Governing Bodies and our schools in managing these areas. The successful candidate will:

- Perform the role of Data Protection Officer for the Trust.
- Support the efficient and effective operation of Governance within the Trust including performance of the duties of the Professional Clerk at all meetings of the Trust Board and Members.
- Provide advice on governance legislation and procedural matters where necessary, before, during and after meetings.
- Lead on the processes for recruitment, induction and development of new appointees within the Governance structure.
- Support the development of policies/guidance and procedures for Governance in the Trust
- Coordinate the development and delivery of the Trust's CPD programmes for Governors.
- Contribute to the management, maintenance and review of risk management across the Trust.

The Benefits

- A successful and visionary team to support you
- The opportunity to work with a supportive, established Central Team
- We cover cost of your enhanced disclosure check
- Employee Assistance Programme
- Commitment to your ongoing training and career progression
- Pension Scheme
- Employee benefits including Westfield Health and Cycle to Work

Cascade MAT is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share in this commitment.

We are an equal opportunities employer. The successful candidate will be required to complete an enhanced DBS prior to employment commencing.

How to apply:

If you wish to discuss this role or arrange a visit to the Trust, please contact **Lyn Burgin, Chief Operations and Finance Officer on 07805739335**

You can download the word version of the application form from Cascade's website. **Please do not use Sheffield City Council application form**

www.cascademat.co.uk

or alternatively an application form can be obtained by e-mailing recruitment@cascademat.co.uk

Your completed application should be emailed to recruitment@cascademat.co.uk

Closing Date: Monday 11th July at 9.00 am

Assessment Date: Tuesday 19th July
