

# opera north

## Governance Manager



# Our purpose

Opera North's purpose is to create extraordinary experiences every day, using music and opera to entertain, engage, challenge and inspire.

# Our people

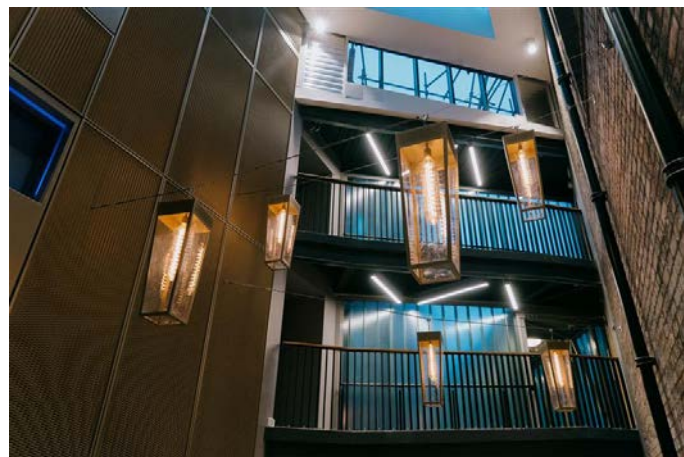
Working at Opera North you will be part of a company and group of people committed to fulfilling this purpose. Whatever role you take we will provide you with an induction plan that introduces you to your job and the team you'll be working in, as well as giving you the opportunity to meet colleagues across the company. Our success in delivering against our purpose will be built on the commitment, skills, diversity and well-being of the people who work at Opera North, and we will invest in training to develop our people both professionally and personally, because we believe this strengthens not only our company, but also the wider creative sector.





**Our communities and audiences are part of us and we are part of them.**

# Our award-winning work tours to theatre stages and concert halls throughout the North and beyond



## Who we are

Based in Leeds, rooted in the North of England and international in outlook, our award-winning work tours to theatre stages and concert halls throughout the North and beyond, including to London and major international festivals. Alongside touring opera, in Leeds we curate an eclectic artistic programme of gigs, concerts, spoken word and film in the Howard Assembly Room. We aim to make work that is bold, innovative and ambitious, always looking for new ways to share and create with audiences.

## Music for everyone

Opera North believes opera and music is for everyone, and champions diversity in artists, repertoire and audiences. Through our Learning & Engagement team, the Company connects with communities and inspires each generation, aiming to enhance the health and well being of people in the cities, towns and villages where we work through arts participation and performance. In recognition of our work with refugee groups, Opera North holds the status of Theatre of Sanctuary.

## A new home

In 2021 we moved into our new home, the Howard Opera Centre. It is a world class rehearsal facility for our orchestra, chorus and all the artists we work with, sharing the same building as our new education studio where everyone is welcome to learn about and make music. We have also created a modern flexible working environment for our staff and given our venue, the Howard Assembly Room, a new lease of life with a dedicated entrance and public spaces, together with restaurant and bar in the heart of Leeds.

## Leeds as a capital of culture

Leeds is the only city in England outside of London to have a resident full time opera company, ballet and repertoire theatre as part of a diverse, collaborative and thriving cultural scene. That rich offer has been complemented by a growing tech sector. Surrounded by the stunning Yorkshire countryside including the Dales, Moors and North Sea coastline, Leeds is a fantastic place to live and work.

# Main purpose of the job

This role supports the overall governance framework of Opera North, its related charities (Opera North Future Fund and Friends of Opera North) and its subsidiary company, Opera North Trading Ltd. It provides essential support in relation to the Board and Board Committees and leads on compliance activities. The Governance Manager will help to foster a culture of compliance, professionalism and ethical standards across the organisation supported by strong governance practice.

## Position in organisation

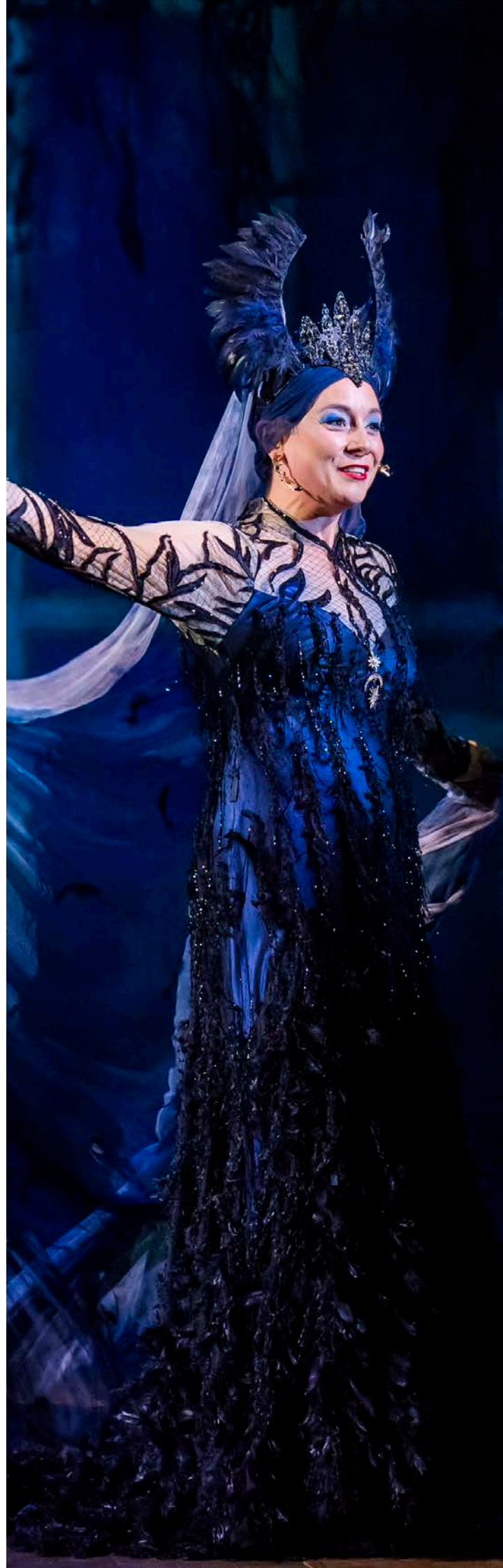
- Reports to the Director of Finance & Operations
- Line manages the Executive Assistant

## Duties and key responsibilities

- Ensure an effective governance service is provided across Opera North.
- Line manage the Executive Assistant, ensuring the General Director & CEO is supported as required.
- Ensure the provision of confidential, timely and accurate minutes for board meetings, committee meetings and key internal meetings.
- Collate board and committee papers, liaising with the Executive team as required.
- Manage a governance calendar including a schedule of board and committee meetings and create agenda plans, in consultation with the relevant members of the executive team.
- Lead on trustee induction and recruitment.
- Assist the Director of Finance & Operations in their capacity as Company Secretary in all aspects of governance, including that relating to:
  - Governance manual;
  - Board and senior leadership team register of interests;
  - Strategic risk register;
  - Trustee skills matrix;
  - Companies House and Charity Commission administration and reporting.



- Work closely with the Chair of the board and Committees Chairs as required.
- Create, review, update and communicate key governance policies and procedures.
- Support the Data Controller with all matters and issues in relation to GDPR compliance and systems.
- Put in place administrative systems and procedures that support high standards of governance and compliance.
- Keep abreast of relevant legislation and practices to improve systems and policies.
- Ensure appropriate and professional communications with board, executive and relevant stakeholders at all times.
- Lead on completion of the Arts Council England and other key funder survey, co-ordinating contributions from other departments.
- Support with maintenance and updating of Arts Council England NPO reporting requirements, including Investment Principles and Activity Plan documents.
- Support with administrative updates to Business plan and monitoring of KPIs
- Support with additional project work as required to support the Director of Finance & Operations, the Chief Executive and other members of Senior Leadership Team eg:
  - Company (employee) meetings
  - Legal, property and licensing agreements
  - Insurance paperwork
  - Business continuity plans and systems
  - IT processes and systems
- Be responsible for supervising, coaching, and supporting your team, setting goals and expectations at regular 1-2-1s and team meetings, providing formal feedback at annual performance reviews, and resolving conflicts and issues punctually.
- Be fully conversant and compliant with the Company's health and safety policies and procedures. Ensure that team members are fully trained, understand and consistently meet their health and safety responsibilities in their daily tasks and work outputs.
- Performs related duties or projects as assigned / directed.



# Person specification

<b>Qualifications:</b>	<ul style="list-style-type: none"><li>• None required, but any governance or legal related qualifications would be of benefit.</li></ul>
<b>Experience/ skills required:</b>	<ul style="list-style-type: none"><li>• Ability to write concise, accurate minutes of meetings in a professional style.</li><li>• Experience of working with boards.</li><li>• Managing relevant aspects of governance and compliance in previous roles.</li><li>• Experience of writing and updating policies and procedures</li><li>• Understanding of charity and company legal obligations.</li><li>• An understanding of charity and company legal obligations</li><li>• Experience of working in the arts or wider charity sector may be useful but is not necessary.</li></ul>
<b>Functional/ leadership competencies:</b>	<ul style="list-style-type: none"><li>• Strong attention to detail.</li><li>• Excellent written and verbal communication skills, with a high standard of written English.</li><li>• Excellent organisational skills.</li><li>• Proficient IT User (Word, Excel, Outlook, PowerPoint, Teams, SharePoint, Adobe).</li><li>• A proactive approach to improving systems and processes.</li><li>• Ability to work under pressure and manage strict deadlines.</li><li>• High level of professionalism and integrity.</li></ul>

# Terms and conditions

**Contract type:** Full-time, permanent

**Salary:** £35,000-£40,000

**Hours of work:** Mon-Fri 9am-5pm or 10am-6pm

**Holiday entitlement:** 33 days inclusive of 8 statutory holidays, per annum

**Pension:** Opera North will automatically enrol you into the company pension scheme upon appointment and after 3 months' service will contribute equivalent to 5.5% of your basic pay, should you meet the current legislative criteria. You will be required to make a personal contribution of 2.5% of your basic pay. We reserve the right to make future changes to our pension arrangements.

## Equity, diversity and inclusion

We promote equity, diversity and inclusion in our workplace and make recruitment decisions by matching our needs with the skills and experience of the candidate. As we work to address underrepresentation in our workforce, we are particularly keen to hear from applicants from the global majority or those with other protected characteristics.

The successful candidate must have the right to work in the UK or be ready to obtain it.

## General responsibilities of everyone who works for us:

- Represent the company values and purpose to create extraordinary experiences everyday
- Work collaboratively and co-operatively with all team members and take an active part in team meetings and discussions
- Be an ambassador for Opera North and follow our policies and procedures
- Play your part in ensuring that everyone who comes through our door is welcomed and treated with respect

## How to apply

To apply for this role, please send a CV and covering letter via the Hireful website.

If you need any help completing your application including any adjustments to the application process, and if you are applying under the Disability Confident Committed scheme please contact [appointments@operanorth.co.uk](mailto:appointments@operanorth.co.uk) to make us aware.

**Good luck with your application and we look forward to hearing from you.**



Principal Partner



Major Education Supporter

