



# JOB DESCRIPTION

## GOVERNANCE OFFICER

**Thank you for your interest in joining UHCW Charity.**

**Are you an organised person with experience working confidentially in a high-profile role? Are you looking for a part time role?**

We are searching for a professional and positive UHCW Charity Governance Officer to join our friendly, focused team and to support our exciting programme of growth over the next few years so that we can make things better for our patients, their families and our staff.

This is an exciting time to join UHCW Charity and to support our Board of Trustees and Charity Director.

You will need to be an excellent communicator, who is proactive, supportive and able to work with a range of individuals, including senior management and chief officers. If you have a warm personality and would like an immensely rewarding role where no two days are the same - this could be the perfect job for you!

The right attitude, experience and a willingness to learn is far more important to us than charity sector experience.

Due to the large geographical area covered by this role, the successful applicant will need to be able to travel independently throughout the area.

<b>Reports to:</b> Director of UHCW Charity	<b>Location:</b> UHCW Charity, Main Reception, Coventry, CV2 2DX
<b>Hours:</b> 15 hours per week	<b>Salary Range:</b> £28,000 - £33,000 (pro-rata, depending on experience)
<p><b>About UHCW Charity</b></p> <p>At some point in our lives, we or someone we love will inevitably need hospital care. Whether it’s a child, a parent, a friend, or even ourselves, University Hospitals Coventry and Warwickshire (UHCW) NHS Trust is here for everyone - providing life-saving treatment and compassionate care to over a million people each year, when it matters most.</p> <p>UHCW Charity is the official charity for UHCW NHS Trust, dedicated to enhancing patient care and hospital facilities beyond what the NHS alone can provide. From funding cutting-edge surgical robots that save lives, pioneering research into new treatments and breakthroughs, to creating warm, welcoming spaces where patients and families feel at ease, we’re here to make every moment in hospital that little bit better.</p>	
<p><b>Job Purpose</b></p> <p>The UHCW Charity Governance Officer will support the effective governance and administration of the charity, ensuring the smooth running of the Board of Trustees and Charity Director’s office. The role involves coordinating meetings, managing documentation, maintaining accurate records, and handling sensitive information with confidentiality, while supporting compliance and enabling the charity to achieve its strategic goals.</p>	

## Person Specification: Qualifications, experience and skill levels

Requirement	Essential	Desirable	Assessment
<b>Qualifications/ Training</b>	<ul style="list-style-type: none"> <li>Excellent command of the English language (verbal &amp; written). Good all-round education, including GCSE grade 4 or above in Maths and English</li> </ul>	<ul style="list-style-type: none"> <li>3 A Levels</li> <li>Microsoft Office training (Outlook, Word, PowerPoint, Excel)</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>Driving license and insurance documents</li> <li>Interview</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of working confidentially with Board members and Senior Management</li> <li>Administration experience including keeping accurate records</li> <li>Experience of working to tight deadlines and in a fast-changing environment</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in the NHS</li> <li>Experience of the charity sector</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>Interview</li> </ul>
<b>Knowledge and skills</b>	<ul style="list-style-type: none"> <li>Proficient in using Microsoft Office suite (Outlook, Word, PowerPoint, Excel) and able to learn to use a CRM database</li> <li>GDPR and PECR compliant</li> </ul>	<ul style="list-style-type: none"> <li>Awareness of current issues in the charity sector and NHS</li> <li>Knowledge of local area</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>Interview</li> </ul>
<b>Skills/Abilities</b>	<ul style="list-style-type: none"> <li>Excellent organisational and planning skills</li> <li>Excellent written and verbal communication skills</li> <li>Eye for detail and ability to multitask</li> <li>Able to work independently, as well as part of a team</li> <li>Ability to work with a broad range of organisations and people of all ages and backgrounds</li> <li>GDPR and PECR compliant</li> </ul>		<ul style="list-style-type: none"> <li>Application form</li> <li>Interview</li> </ul>

<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>Trustworthy, committed to the Purpose and Mission of UHCW Charity</li> <li>Outgoing, confident, friendly, honest and open</li> <li>Flexible and able to adjust to changing circumstances</li> <li>Able to handle difficult or sensitive situations, particularly families who have suffered a bereavement</li> <li>Commitment to equal opportunities and diversity</li> </ul>	<ul style="list-style-type: none"> <li>Experience of building strong working relationships with a wide range of people- internally and externally</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>Interview</li> </ul>
<b>Effort/Environment</b>	<ul style="list-style-type: none"> <li>You may be required to work evenings or weekends</li> <li>Willing and able to travel independently across the Coventry and Warwickshire region and beyond</li> </ul>		<ul style="list-style-type: none"> <li>Application form</li> <li>Interview</li> </ul>

**All enhanced DBS checks will be required before the appointment can be confirmed.**

**UHCW Charity is committed to equality, diversity and inclusion.**

We welcome applications from all individuals regardless of age, disability, gender identity or expression, race, ethnicity, religion or belief, sex, sexual orientation, or socio-economic background. We are committed to building a team that reflects the diverse communities we support and to creating an inclusive environment where everyone feels respected, valued and able to thrive.

## **How to apply**

To apply, please send your CV and a letter of application demonstrating how you meet the job description and person specification to [jo.osullivan@uhcw.nhs.uk](mailto:jo.osullivan@uhcw.nhs.uk).

**If you do not meet all the requirements of the job description and person specification, but can demonstrate equivalent experience and skills, we would still like to hear from you.**

**We welcome conversations about the position and are happy to arrange an informal discussion if you'd like to find out more before applying.**

**Closing date:** Friday 17<sup>th</sup> April 2026

**Interviews:** TBC