



Ealing,  
Hammersmith  
& West London College

# Director of Governance



Candidate Information Pack

March 2025

[www.fea.co.uk/job/wlc-dg](http://www.fea.co.uk/job/wlc-dg)

# About the Role

Thank you for your interest in the role of Director of Governance with West London College. The appointment to this role comes at a crucial time for the College and our new Director of Governance will play a key role in supporting the Board to achieve our ambitious plans for the future. West London College is the trading name of the Corporation of Ealing, Hammersmith and West London College and with campuses in Ealing, Hammersmith and Southall, we are firmly focused on meeting the skills, employment and economic needs of the nation's capital.

Having recently agreed an ambitious new strategic plan around a mission of 'Aiming High, Changing Lives', you will play a vital role in realising our vision of being a vibrant, innovative, diverse and sustainable college empowering learners to succeed and positively impact society. Good governance is a key ingredient in any college's success and you will work with the Chair and CEO & Principal to shape and deliver the work of our governing body.

The College benefits from a highly skilled governing body whose members are drawn from industry, business, law, finance, education and the community, as well as staff and students. Alongside the key committees of audit, finance and general purposes, search and governance, and remuneration, the full Corporation meets on a regular basis to shape, discuss and inform College strategy and to scrutinise performance. Our latest external governance review conducted in early 2024 found that the governing body was "well-organised, committed, positive, challenging and ambitious" with a supportive and enquiring governing culture.

Our new Director of Governance will have a key role to play in ensuring governors, who are all unpaid volunteers, are well supported to play an active role in College life. In this role, you will take ownership of the processes, systems and ways of working to ensure Board effectiveness and that governance is well connected to the rest of the College.





The postholder will provide a high level of support to the Chair, ensuring that all aspects of governance are well co-ordinated and the Board fulfils its duties and obligations. In addition, the Director of Governance will shape a programme of Board development to ensure that the practices, skills and knowledge of all governors are kept up to date with key developments in the further education and skills sector. You will work closely with our Chief Executive and Principal to provide outstanding stewardship of governance practice within the College. As a senior postholder, you will be appointed by, and accountable to, the governing body.

To succeed in this role, you will need to have experience of working with boards and governance, and policy frameworks in either the public or private sectors. Whilst knowledge and experience of further education and skills is not a requirement of this role, we will expect any appointee from outside of the further education sector to undertake a programme of development to get up to speed with FE governance and we will support you with this.

Governors and leaders at West London College are united in our passion and commitment to our students and we work together to overcome challenges whenever they may arise, to give students the very best college experience that can be offered.

FE Associates have been appointed to support the College with this campaign. Potential applicants are encouraged to contact Amanda Hart ([Amanda.Hart@fea.co.uk](mailto:Amanda.Hart@fea.co.uk)) to arrange an informal discussion.



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## OUR MISSION

# AIMING HIGH, CHANGING LIVES

## OUR VISION

To be a vibrant, innovative, diverse and sustainable college empowering learners to succeed and positively impact society

## OUR VALUES

### AMBITION

We will challenge ourselves and others to always aim high, enabling our learners, staff and partners to achieve high expectations and ambitious goals.

### ACCOUNTABILITY

We will all take personal responsibility for driving success, overcoming barriers and finding solutions.

### COLLABORATION

We will work in impactful teams and partnerships, both internally and externally, to respond to the opportunities and challenges we face.

### INCLUSION

We will be welcoming, supportive and our commitment to equity, diversity and inclusion will underpin everything we do.

### INNOVATION

We will be innovative in our thinking and will invest in new technologies and practices helping our learners and staff to excel.





# Job Description

**Job title:** Director of Governance

**Reports to:** The Chair of Governors

**Responsible to:** The Chair and the Corporation / Governing Body

**Salary:** Competitive

**Notes:** The role is a senior postholder and is a statutory requirement. [1]

The location, hours of work and duties could be varied according to the needs of the service.

## Main Purpose of the Job

The Director of Governance is responsible for keeping the ‘conscience’ of the College by providing independent, high-quality guidance on statutory, constitutional, operational, procedural and ethical issues as they affect the Corporation (the College’s governing body). Working closely in partnership as part of a ‘triumvirate’ with the CEO/Principal and Chair, the Director of Governance plays a vital role in shaping and delivering the work of the Corporation. They advise and support senior leadership to provide effective reporting and promote good relations between the College and members of the governing body.

*The role of Director of Governance has been designated as a ‘senior post’ appointed by and accountable to the Board.*



## Specific responsibilities

- **Guidance** – Providing governance guidance to the Board and senior leaders.
- **Governing documents** – To maintain and prepare amendments when required to the College's governing documents.
- **Board meetings** – Making arrangements for Board and committee meetings.
- **Appointments** – Ensuring that appointments to the Board are made in accordance with governing documents and external requirements.
- **Registers** – To maintain accurate registers of interests, attendance and other records.
- **Common Seal** – To keep the College Seal and advise on its proper use.
- **Development** – To participate in relevant professional development and promote opportunities for governors to participate in networking and training.

## Qualifications and experience

### Experience (Essential)

Relevant experience may have been gained in:

- FE, schools, universities or other large charities.
- public bodies such as NHS trusts or another regulated sector.
- a regulator or professional body concerned with standards/governance practice.

### Qualifications (Desirable)

- Governance qualification (e.g. from the Chartered Governance Institute or Education and Training Foundation) or
- Legal or para-legal training.



# Person Specification

## Behaviours

### Integrity

- Striking a sound balance between discretion and transparency, earning the trust and respect of senior colleagues and governors alike.
- Encouraging positive Board behaviours and challenging situations or behaviours which do not reflect the College's values or the Nolan Principles.

### Independence

- Ensuring that the Board receives independent and impartial governance advice, accepting that some advice may be challenging to act on.
- Able to manage differing perspectives and promote consensus in complex situations.

### Self-awareness

- Recognising the impact of actions and perceptions on others in a professional environment.
- Using coaching and mentoring to develop yourself and support and develop others.

### Inclusiveness

- Modelling inclusive behaviour and advocating diverse perspectives when engaging with colleagues and governors.
- Ensuring that the Board understands and carries out its duties relating to EDI.





# Knowledge

## FE Governance Context

- Able to advise and guide on the application and interpretation of legal and governance frameworks relevant to colleges, including identifying potential tensions or ambiguities.
- Able to draw meaningful comparisons with wider governance practice in charity, company and the public sector.

## External Context

- Reflecting and meeting the expectations of funders, regulators and other stakeholders in the work of the Board and its committees.
- Monitoring relevant political, economic, social and technological developments and advising on their relevance to the work of the College.

## Strategic and Operational Management

- Assisting the Board to maintain its focus on the development and monitoring of strategy and working with senior colleagues to report effectively on the work of the College.
- Promoting positive and regular engagement by governors with the work of the College through visits and attendance at significant events.

## Finance and Risk

- Able to support the Board, the accounting officer and members of the senior leadership team with financial responsibilities in discharging their duties.
- Identifying and managing risks relating to governance.





# Skills

## Delivering Effective Governance

- Working with the Chair and CEO/Principal to plan and deliver an annual programme of governance and development for the Board.
- Ensuring that colleagues are aware of the governance aspects of their responsibilities, taking account of sector and statutory requirements.

## Building Consensus

- Adept at using a wide range of communication techniques and styles to help individuals with different ways of working engage with issues of importance.
- Able to take an unbiased view of motivators and consequences and be able to propose appropriate solutions.

## Anticipating and Solving Problems

- Drawing insights from FE, the wider education landscape and other relevant sectors to add value to Board discussions on governance and regulation.
- Horizon scanning and helping identify matters which need to be factored into the Board and committees' programmes of work.

## Advising and Enabling

- Working closely with governors to promote a culture of effective support and challenge to senior leadership and assisting senior leaders in reporting to the Board.
- Adopting an enabling approach to governance, recognising the relationship between delivery and reporting and promoting smart solutions.



# Key Dates and the Recruitment Process

**Closing date: 9am on Monday 14 April 2025**

**Interviews to be held: Wednesday 30 April 2025**

We have retained FE Associates to support us in finding an outstanding individual to inspire excellent practice across our organisation. The application process is outlined below.

## Initial Discussion and Recorded First-Stage Teams Interviews

Prior to submitting an application, interested parties are advised to arrange an initial conversation with our FE Associates lead consultant, by emailing [Amanda.Hart@fea.co.uk](mailto:Amanda.Hart@fea.co.uk), to discuss the role before the closing date. Once it is agreed for you to proceed with an application, the lead consultant will schedule a first-stage interview via Teams with you which will take place before the closing date and will be recorded. Once this interview has been scheduled, you should submit your application. Please see the final page for full details on how to submit your application.

## Shortlisting and Invitation to Interview

After the closing time/date, our lead consultant will send all applications and recorded first-stage discussions to the college for shortlisting. Once the shortlist has been agreed, candidates will be notified by the lead consultant and shortlisted candidates will be invited to a formal interview/selection process with the college.

## Safer Recruitment and Due Diligence Checks

Applicants are advised that, as part of the statutory guidance on Keeping Children Safe in Education, colleges/training providers are advised to make arrangements for an online search as part of due diligence on shortlisted candidates. The searches are aimed to assist in identifying things said or done that may harm the organisation's reputation or make the candidate unsuitable to work with children, young people and vulnerable adults. Where a cause of concern arises from the online search, a risk assessment will determine whether the concern is of such a nature that it is appropriate to exclude a candidate from the process or whether a clarification discussion, before or during an interview, is needed.





# Submitting your Application

Having obtained the full information from <https://www.fea.co.uk/job/wlc-dg/>, discussed the role with Amanda Hart and scheduled your first-stage interview via Teams, you should email your application to [recruitment@fea.co.uk](mailto:recruitment@fea.co.uk) in advance of the closing date and time (see Key Dates section). Applications received after this time will not be considered. Please note, CVs will not be accepted in place of, or in addition to, the application form.



## Email Checklist

**Please use the latest version of the application and ED forms found on the job page for this role and not older, out-of-date versions.**

These forms are not compatible with IOS/MAC (Pages).

**Ensure your email includes only the 2 forms necessary for your application (these forms are located with the candidate information pack on the FEA website jobs page for this role):**

**1. An Application Form with all sections completed including:**

- An explanation of any gaps in employment in section 6.
- A supporting statement which does not exceed the equivalent of 2 pages of A4 and is included in section 9 and **not** as a separate document. In this section, explain how you believe your knowledge, skills and experience match the criteria as stated in the Person Specification for this role.
- 2 referees - include full postal and email addresses and contact numbers in section 10. References are usually sought after the interview process and the college will not contact referees without your prior approval.
- Ensure you enter your name/e-signature and date in section 11.
- Save your completed form as a Word document with your surname, first name and the job reference as the filename i.e. Surname, First Name – wlc-dg-Application.

**2. The Equality and Diversity Monitoring Form**

- Please click inside each check box that applies to you.
- Save your completed form as a Word document with your surname, first name and the job reference as the filename i.e. Surname, First Name – wlc-dg-ED.