



Position: Governance, Operations and Management Officer
(Charity) (9 month fixed term contract)

Salary: £32,136 per annum pro rata + 5% benefits package

Hours: 18 hours per week across 3 days onsite

This post is only open to female applicants and is exempt under Schedule 9 Part 1 of the Equality Act 2010.

South West Surrey Domestic Abuse Service (SWSDAS) is looking for a part-time Governance, Operations and Management Officer to work with our Senior Management Team (SMT) and Board of Trustees. This is 9 month contract working 18 hours across 3 days a week.

This is a pivotal role that helps ensure the charity operates efficiently, transparently, and in line with governance and compliance requirements. The postholder will report directly to the CEO and also support the SMT by handling other tasks that enable the team to focus on priorities, that are core to and enhance the charitable objectives of the service and its operational running.

Key responsibilities include:

- **Governance:** Ensure the approach and effectiveness of the Board aligns with the Charity Governance Code including managing associated governance actions. Lead recruitment and onboarding of new trustees where required. Support the Board of Trustees with records and compliance.
- **Policy & Compliance:** Maintain the policy register, track reviews, and ensure policies are accessible and up to date.
- **Management Support:** Assist SMT with operational tasks, social value monitoring, and actions that allow the team to focus on core priorities.
- **Stakeholders and Communication:** Research and seek external opportunities to develop relationships with new stakeholders.
- **Due Diligence & Assurance:** Responsibility for third party checks including maintaining records and making data driven judgments on use.
- **Document Management:** Review organisational documents and reports for accuracy, clarity, and consistency.
- **Annual Report:** Responsibility for co-ordination of the narrative of the Trustee report, ensuring it is in line with Charity SORP.

The role requires a highly organised, proactive individual who is comfortable and has experience working with senior staff and trustees, handling sensitive information, and managing multiple priorities with accuracy and attention to detail. Experience in charity governance, compliance or policy management is essential, as is the ability to work independently while contributing to a small, collaborative team.

SWSDAS provides free, independent and confidential advice to anyone affected by domestic abuse living in the boroughs of Guildford and Waverley. We are a member of Women's Aid and a partner within the Surrey Domestic Abuse Partnership, a group of independent charities supporting survivors of domestic abuse across the county.

You will be working from our office as part of our team of over 20 staff based on the edge of Guildford. The salary shown is for full time (35 hours per week) and will be pro-rata for 18 hours per week.

A strong commitment to equal opportunities is essential. A DBS check will be carried out for the successful applicant.

Please apply by submitting a CV and a covering email/letter outlining why you want to join our team to hello@swsda.org.uk

Applications will be considered as soon as they come in and interviews held accordingly.

Why join us?

- **Benefits package worth 5% of your salary in addition to your annual salary**
- 5 weeks **plus** bank holidays paid annual leave (pro rata for part time)
- Modern, comfortable office with free parking
- Comprehensive **training**
- Workplace **pension**
- Investment in your **personal development**
- **Wellbeing** programme for all