Liverpool Guild of Students

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Liverpool Guild of Students
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We're Hiring

Governance Manager - 12 Month Maternity Cover
Fixed Term- November 2026



Tricia O'Neill

Guild CEO

"Thank you for your interest in joining us here at Liverpool Guild of Students.

As a students' union, we are committed to offering excellent opportunities, services and facilities for all 32,000 students at the University of Liverpool. We make sure that our members have the best experience, become equipped to change the world and are proud of their Guild, aiming to be one of the leading Students' Unions in the UK.

We are very proud of our achievements over the last few years and how our staff team and members came together to adapt carry on the Guilds work. We are excited to welcome new and talented people to help us meet our development goals. This is a fantastic opportunity to work in a vibrant and ever-changing environment, alongside a team of amazing people who are truly dedicated to improving the student experience. Enjoy reading more about us in this pack, and I wish you the best of luck with your application."

About us

We're Liverpool Guild of Students, the award-winning Students' Union for the University of Liverpool. Our job is to create a home for each of the 32,000 students during their time here, ensuring each student gets the most out of student life beyond their degree.

We like to think of ourselves as home for opportunities - whether that be through joining one of our 200+ societies, taking part in volunteering, coming to a pub quiz or tucking into one of our ever-famous burritos. Each student becomes a member of the Guild as soon as they join the University, and being part of our staff team means looking forward to seeing what opportunities students embark on and achieve every year.

Our strategy

What is the Guild For? (Our Mission)
We will offer excellent opportunities, services and facilities which improve, enrich and develop the lives of all students at the University of Liverpool, from application to graduation.

Where are we going? (Our Vision)
We will ensure that our members have the best experience, be equipped to change the world and be proud of their Guild. We will be one of the leading Students' Unions in the UK.

To do this, we promise to:
- Support our members
- Invest in our spaces
- Ensure all members benefit from the Guil
- Put members at the heart of decision making

To help us keep our promises and continue to deliver a great experience for our members, we invest in the following four key areas:

- People
- Equality, Diversity and Inclusion
- Communications
- Digital and IT

How we're run

We're run by students, for students, and with students.

This is at the heart of everything we do, and our democracy structure is designed to give every student the chance to have their say and shape their university experience.

We're the key link to the University, representing the voice of 32,000 students and helping to improve the quality of their education. If something needs to change, we'll help them to make it happen.

Funding

We receive most of our funding from the University of Liverpool. We get this each year in the form of a block grant. We also raise funds through trading (bars, the shop and Union Brew) and a small amount from donations and other grants. As a charity, we do not generate profits to pay to shareholders - every penny that is made is reinvested back into the organisation.

Trustee Board

Our Board of Trustees is made up of 4 full time student representative officers, 4 student trustees and 4 external trustees. The Board has overall responsibility for the management and administration of the Guild, fulfilling this by setting the overall strategic direction and directly managing the Chief Executive.

Staff Structure

We currently employ circa 75 salaried staff to provide services for our members, as well as approximately 120+ student staff. The Senior Leadership consists of three Department Directors and the Chief Executive.

Our elected leaders

Every year, students are given the chance to vote for, and stand to be one of, the four Student Officers who run our organisation. They lead the political and campaigning direction of the Guild and help ensure that our priorities are aligned to students' needs.

Our Student Officers 2026-2027 are:



Soloman Badruddin
Guild President



Will Jones



Finn Deane



Lauren Goadby



Our Values

Representative & Involving:
Our members lead us and are involved in shaping their own experience at every level.

Fun & Friendly:
Everyone is welcomed here and we create a home away from home for all our members.

Sustainable:
We've been here for over 100 years. We'll be here for hundreds more by being ethically, environmentally and financially sustainable

Professional & Responsible:
We are inclusive, informative, respectful, human and inspiring.

Innovative & Agile:
We are responsive to new ideas.

Ambitious:
Everything we provide is the high quality our members deserve.



Working With us

Where we work
Our building sits right in the heart of campus, at 160 Mount Pleasant. If coming to work with us would mean relocating, you can find out more about Liverpool by visiting **www.visitliverpool.com** but take it from us, it's an amazing city to live and work in.

Diversity and inclusion
We're committed to ensuring our workforce reflects the diversity of the world and community we're based in. We positively encourage applications from all individuals irrespective of their gender, age, home country, ethnic background, sexuality, religious beliefs or disabilities.

Benefit

If working here wasn't good enough in itself, we also offer a wide selection of benefits.

Holidays
We offer 30 days annual leave, plus bank holidays. In addition to this, we also offer six discretionary days, four days at Christmas and two days at Easter. We also provide the option to buy additional annual leave of up to ten days per annual leave year.

Discounts, Discounts, Discounts
You can join the University Perks at Work discount scheme, which offers exclusive deals and discounts at your high street favourites, restaurants, cinemas, holidays and many more. You can also purchase a Totum Card and download the Totum App for further discounts and offers, and enjoy keeping fit for less with a discounted membership at the University gym.

Events & Socials
From our annual Christmas party to free Mountford Hall gig tickets and socials organised by your Staff Representatives throughout the year, there's opportunities to mix with colleagues outside of the working day.

Learning and Development
If you're keen to further your skills, knowledge and experience, we provide a range of ways you can boost your personal development. There's money in the pot to invest in you.

Volunteering
Make the most of the opportunity to give something back with five paid days for volunteering leave.

Flexible Working
You can request to work more flexible hours to suit your lifestyle.

Car Parking
If you travel to work by car, you can make use of the various car parks in close proximity to our building which can be accessed at the swipe of your University staff card.

Employee Assistance Programme (EAP)
Access the EAP and get extra support as and when you need it. Ran in conjunction with the University of Liverpool, the EAP offers confidential counselling and information to support staff with personal or work-related issues which may be affecting your health, wellbeing or performance.

Occupational Sick Pay
Employees with over six months service are eligible for occupational sick pay, in line with our attendance procedure.

Salary Sacrifice Scheme
Trade in part of your salary for a non-cash benefit via the Childcare Voucher or Cycle to Work scheme – giving a little bit can go a long way.

Pension Scheme
You can put it away for a rainy day by entering our pension scheme.

83% of our employees would wholeheartedly recommend the Guild as a great place to work.



"I started my Guild Journey in 2015 as a Bars Supervisor, I instantly loved it and it felt like home the staff in the organisation were so friendly and even though many people have come in gone in my time the morale still stands high always. The Guild is so supportive in so many ways but in my time here I have developed from a Bars Supervisor to now running Union Brew one of the most successful coffee shops on Campus!
Your ideas are always welcomed and your always appreciated for everything you do. We also have a lovely staff kitchen were tea and coffee and city views are provided!

Megan Byrne, Union Brew Store Manager Employed since September 2015 .



Since starting my journey as a Student Staff member, the Guild has offered opportunities to develop my skills and grow professionally. I have benefited from a range of training not only role specific but also in wider transferable skills.

Always striking a great work-life balance, the Guild is a supportive and friendly environment to work in – in which no two days are the same.

But at the heart of the organisation is the dynamic staff team; ready to push your skill set, challenge your thinking or just have a chat about in the staff kitchen.

plus, the free tea and coffee helps!

Alex Jones, Marketing Manager Employed since Nov 2016.

Equality Diversity & Inclusion

Liverpool Guild Equality, Diversity and Inclusion Plan

We will ensure all of our students and staff feel they belong and find their place in our diverse and inclusive community.

Ensuring our staff and members all feel equally supported, welcomed and included and that the Guild proactively seeks to remove barriers to participation across all of its activities and areas of work and that our staff team more closely reflects our community.

Goals

Our vision for EDI Excellence will be achieved by delivering the following goals:

1. Developing our team and making sure all of our Ethnically Diverse staff feel supported.
2. Consistent good EDI practice across all areas of the Guild
3. Increasing diversity in our staff teams
4. Broadening the student offer

More details about how we plan to deliver each of these goals can be found on our website https://www.liverpoolguild.org/about/mission-vision-values/equality-diversity-and-inclusion-excellence-plan

Guaranteed Interview Scheme

The Guaranteed Interview Scheme for Ethnically Diverse Candidates at Liverpool Guild of Students is committed to the principles of equality of opportunity. We annually review racial diversity within our workforce and it is a key priority for us to improve racial and ethnic diversity amongst our workforce, and as such we particularly welcome applications from ethnically diverse candidates and have introduced a guaranteed interview scheme. We recognise that applicants from ethnically diverse backgrounds may have experienced additional barriers when applying for new roles.

Therefore, we are taking positive action to address an under-representation within our organisation. If you meet the minimum criteria (at least 80% of the 'essential' criteria in the person specification) and are from an ethnically diverse background, you'll be guaranteed an interview. If you are an ethnically diverse applicant and would like to be considered under our guaranteed interview scheme, you must indicate this by selecting the relevant box on the Equality and Diversity Monitoring Form. If you do not select this box, your application will be considered alongside all other applications. It is important to note that this scheme only guarantees an interview for ethnically diverse applicants who meet the minimum criteria. The selection decision at interview will be based on the most suitable candidate, regardless of background or protected characteristic.



More details about our Equality, Diversity and Inclusion Excellence Plan including how we plan to deliver and Key Performance Indicator's for this project can be found on our website: https://www.liverpoolguild.org/about/mission-vision-values/equality-diversity-and-inclusion-excellence-plan

About The Role

Liverpool Guild of Students

Job Description
Governance Manager

Job Title: Governance Manager (Fixed Term 12 Months Maternity Cover)
Responsible to: Deputy Director of HR
Salary: £34,056 (Grade 6) - £36,717 (Grade 7)

Summary of post:

The role of the Governance Manager is the management and administration of the governance functions at the Guild of Students, ensuring compliance with charity and company law, and to support the Board of Trustees and senior leadership team (SLT) in delivering organisational objectives.

Governance is the primary focus of this role, for applicants with applicable or transferable experience or knowledge there is an opportunity to undertake responsibilities as the Guild's Data Protection Co-ordinator.

Main Responsibilities and Duties

Governance

- Lead the coordination and administration of the Board of Trustees and its committees, ensuring governance processes are effective, compliant and aligned with best practice;
- Provide support to the Board of Trustees, SLT and Student Representative Officers (SROs) in relation to governance matters;
- Act as a clerk to the Board of Trustees; managing the annual cycle of business, including collating and distributing agendas and papers, making arrangements for and minuting meetings including overseeing room booking, catering requirements and AV equipment;
- Organise members' meetings and provide support to the Chair during the meeting;
- Attend and organise the Board of Trustees annual Away Day;
- Advise on, and be responsible for the proper approval of changes to the Guild's governing and subsidiary documents;
- Draft governance policies or procedures;
- Ensure the effective development and implementation of Guild policy;
- Ensure that the Guild's policies and procedures are up to date, accurate via the maintenance of the key document library (which links to key legislation), are centrally stored and available, and approved via the appropriate route;
- Maintain statutory registers and file required information to Companies House and to the Charity Commission within the prescribed deadlines;
- Administer the Guild's risk management strategy (policy, risk register and risk appetite), updating and reporting to the Board of Trustees as required;
- To keep informed of governance developments for student' unions (SUs) and updates to charity and company law and to disseminate this information to the SLT where relevant;

- Lead the process to appoint and induct new trustees including monitoring upcoming vacancies, checking the eligibility of prospective trustees, ensuring that appointments are validly made in accordance with the Governing Documents and relevant legislation, and administering the trustee appointment process;
- Lead on Board of Trustees' effectiveness reviews and coordinate training programmes to guide development;
- Arranging and booking events, travel, accommodation and expenses requests (in line with the Expenses Policy) for trustees;
- Support the planning of other events as and when required;
- Support the administration of the Guild's relationship with the University of Liverpool;
- Build effective working relationships across the Guild and with trustees, contacts at other SUs, University staff and other relevant stakeholders;
- Support the strategic and business planning process as and when required.

Data Protection (Grade 7 responsibility)

- Act as the Guild's Data Protection Co-ordinator to ensure compliance and support colleagues in meeting obligations under UK GDPR and the Data Protection Act 2018;
- Work collaboratively to ensure the Guild's data protection policies, procedures and records are kept up to date and are compliant;
- Support the management of data breaches and Subject Access Requests (SAR) and related records;
- Coordinate the maintenance of the Record of Processing Activity (ROPA) and retention schedule;
- Facilitate and coordinate the Guild's data protection training and awareness activities.

General duties of all staff

- To contribute and assist in the Union's planning processes;
- Undertake any other duties that may from time to time be reasonably requested;
- Assist in key events throughout the year, including Welcome Week and elections, if necessary.

Notes

The job description is current at 28th October 2026 and should be reviewed annually. It outlines the main duties of the position and is designed for the benefit of both the post holder and the Guild in understanding the prime functions of the post. It should not be regarded as exclusive or exhaustive. In particular, given the grading and nature of the post, the responsibilities of the post holder may well change from time to time.

Management has the right to vary the duties and responsibilities after consultation with you.

Signed: ……

Name: ……..

Date: ……

Person Specification

Governance Manager

Criteria	Essential	Desirable
Experience		
Experience of providing administrative, governance, project or operational support to Boards, Committees, senior leaders or other decision-making bodies	*	
Experience of maintaining policies, procedures, compliance documentation or organisational records	*	
Experience of agenda planning, paper management and minute taking for formal meetings	*	
Experience of managing confidential and sensitive information	*	
Experience of working within the charity, higher education, students' union or not-for-profit sector		*
Experience of supporting trustees, directors or governors		*
Experience of administering risk management processes or risk registers		*
Experience of coordinating events		*
Knowledge		
Understanding of good governance principles and governance frameworks	*	
Understanding of the importance of compliance and regulatory obligations	*	
Knowledge of committee and meeting procedures	*	
Knowledge of UK GDPR and Data Protection requirements		*
Knowledge of charity law and Charity Commission requirements		*
Knowledge of company law and Companies House filing requirements.		*
Knowledge of students' union governance structures		*
Skills / Ability		
Excellent IT Skills, including use of Microsoft packages i.e. Word, Excel, PowerPoint, SharePoint and Teams	*	
Strong written and communication skills	*	
Ability to develop and maintain good working relationships at all levels, including during difficult or challenging circumstances	*	
Ability to exercise discretion in dealing with confidential or sensitive matters	*	
Excellent organisational skills with the ability to manage competing priorities and deadlines	*	
Keen attention to detail and accuracy	*	
Ability to work independently and proactively	*	
Other		
Flexibility	*	
Ability to work successfully as part of a team	*	
Willingness to learn and to develop skills	*	

How to Apply

To apply

Please apply using the apply now button on Staff Savvy. If you have any questions about the application process please email: guildhr@liverpool.ac.uk

For an informal conversation about this opportunity, please contact:

If you would like to discuss any aspect of the role or the Guild further please contact

Alice Middleton – Governance Manager - Alice.Middleton@liverpool.ac.uk

Deadline for Applications - Friday 27th November 2026 9am

Interviews will be held – Monday 7th December 2026