

Eastern learning Alliance

Governance Professional

Salary: subject to experience

Working time: part time, term time only

Location: flexible

The Eastern Learning Alliance is a well-regarded and high performing multi-academy Trust operating across the East of England. We run ten very successful schools and sixth form colleges with expertise in primary, secondary and special school settings. Our Trust work is supported by a dynamic Trust Board who strive to ensure an excellent educational experience for all young people in our schools.

We are seeking a committed, ambitious, detail-orientated governance professional to undertake this brand new role working with the Trust Board. Key duties will include supporting the efficient and effective operation of the Trust Board and its committees; acting as the lead adviser on issues relating to governance and providing guidance on complex issues that relate to governing structures. The successful candidate will also be required to work responsively in supporting the Trust Board and attending Trust Board and Committee meeting as well as supporting with issues arising across the course of the school year.

We would love to hear from you if you:

- Have strong organisational skills and can demonstrate high levels of attention to detail;
- Thrive in a fast-paced environment and take multi-tasking in your stride;
- Can work confidently and collaboratively with a range of stakeholders;
- Understand the importance of maintaining absolute confidentiality at all times;
- Are a confident communicator with an excellent command of the English language.

The role covers a broad range of duties as detailed above and on the attached job description. ELA are committed to talent-spotting and nurturing individual skills and interests via bespoke professional development programmes: as such this position offers the potential to be an excellent career development opportunity, with the potential for development into a wide range of potential future career paths for the successful candidate.

In return, we can provide you with:

- EAP with access to counselling & physiotherapy;
- Health care cash plan;
- Paid annual family day;
- Extensive discount club access;
- Cycle to work & electric car lease schemes;
- Enhanced parental leave;
- Flexible work practices;
- Laptop & mobile phone payment plans;
- Generous annual leave allowance for support staff;
- Discounted gym membership for all staff.

Our Trust is committed to Equal Opportunities and to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All post holders are subject to employment checks and a satisfactory enhanced Disclosure and Barring Service check. We do not accept applications by CV.

If you would enjoy bringing your organisation skills and enthusiasm to this role, then contact Jenna Bickley, Eastern Learning Alliance (jbickley@tela.org.uk) with an application form and letter outlining why you think you would be a good fit for this role. Closing date is 9am Thursday 31st July 2025. An application pack is available on our website www.tela.org.uk. Due to the high volume of applicants, we receive for certain roles, we reserve the right to close a vacancy earlier than the advertised date if we have received applications that reach the criteria.