

Candidate Pack

Policy & Data Director



About the Job

Our Policy and Data Director will act as a strong advocate for governance professionals, ensuring their needs shape our offer and the wider development of Trust Governance Professionals (known as TGP). The role is highly output-focused, responsible for producing high-quality briefings, resources and insights, while engaging closely with colleagues, sector partners and the governance professional community.

Working at both strategic and practical levels, the post-holder will translate policy and regulatory developments into meaningful support for governance professionals, helping them navigate emerging issues and strengthen effective practice across school trusts.

Why Join TGP

TGP is very special. No day is the same. It is a privilege to curate and support our amazing community of over 400 academy governance professionals. Governance isn't static and nor are we. We are continually evolving and always have a focus on how we can best support our community.

Application Pack

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[Find out more about us](#)

www.tgpltd.co.uk

Message From Us

We are delighted you are interested in applying to work for TGP. TGP is a small but mighty team. Because of that, we recognise that some (but not all) applications are very likely to come from governance professionals that we know and who are part of our community. We are therefore taking a slightly unusual approach to our recruitment to ensure fairness and objectivity.

The process will be led throughout by Lesley Dolben, Chair of the [Large MAT Governance Group](#), former Head of Local Governance for United Learning, a Confederation of School Trusts Consultant and a TGP Associate.

Because of this decision we have included information in the About Us section on the history of TGP, our offers and us.

Please see How to Apply for more about our approach.

Job Description

Our Policy and Data Director will act as a strong advocate for governance professionals, ensuring their needs shape our offer and the wider development of Trust Governance Professionals (known as TGP). The role is highly output-focused, responsible for producing high-quality briefings, resources and insights, while engaging closely with colleagues, sector partners and the governance professional community. Working at both strategic and practical levels, the post-holder will translate policy and regulatory developments into meaningful support for governance professionals, helping them navigate emerging issues and strengthen effective practice across school trusts.

Key responsibilities will include:

Policy Engagement, Briefings and Resources

- Representing the governance professional community in a senior capacity, attending meetings with government officials and other stakeholders
- Tracking and monitoring of policy and regulatory developments (across education, corporate and charity governance), ensuring relevant colleagues are up to date, and recommending community resource and event development as appropriate
- Working closely with TGP colleagues, creating and delivering timely and relevant briefings to our governance professional community (e.g. via online sessions) on policy and compliance issues that impact them and their trusts, with a clear and sustained focus on translating the latest policy and regulatory developments into practice
- Developing and maintaining resources for our community that directly reflect and support the needs of governance professionals in the practical implementation of statutory and regulatory requirements, as well as the sharing of sector practice, in their day-to-day roles
- Attending TGP's events (including community sessions and in-person meetings), as well as sector-wide events such as conferences and partner networks and meetings

Job Description

Community Care

- Overseeing and, with colleagues, responding to community compliance queries, creating a triage process to ensure accurate and timely responses
- Managing the process of internal review and engagement with the community's closed noticeboard, liaising with the Membership and Community Curators to ensure prompt response to discussion threads and identification of areas of immediate or ongoing need
- Managing one-to-one conversations with our community, giving professional confidential space to talk through policy, compliance or practice, with potential for taking on individual mentoring programmes
- Working closely with the TGP team to ensure a holistic, high-quality, personalised community experience, whilst contributing to the implementation of the membership recruitment and retention strategy

Programme Development

- Working closely with TGP colleagues, contributing to the development of existing and future programmes of delivery, including new curricula and materials
- Amending existing materials and programmes in response to policy and regulatory developments, working with sector partners where required
- Working with TGP's Leadership, identifying and responding to emerging issues or trends within the sector and across the community through proactive programme and resource planning, development and delivery

Job Description

Data Champion

- Taking on the role of TGP's Data Champion, overseeing policy and protocols in relation to internal data protection
- Monitoring and updating processes and procedures with regards to data protection to ensure ongoing organisational adherence to statutory requirements as well as good practice
- Using public datasets and government announcements to identify opportunities for community support and advocacy

In addition to the above, the postholder will be required to carry out additional tasks as requested by the Managing Director to support community events and organisational objectives.

Person Specification

As part of a small and growing team, the successful candidate will need to be enthusiastic and adaptable, switching between core delivery (e.g. drafting or refining resources) and strategic planning (e.g. development of future programmes). The trust governance landscape is complex; we do not expect the successful candidate to be an expert across all types and characteristics of trust. However they should be able to evidence a deep knowledge of trust governance and compliance alongside an ability to quickly understand and digest policy developments – and specifically the practical implications for trust governance professionals. This will be tested at interview.

Essential Skills & Experience

- Previous experience as a lead governance professional in a school trust
- Deep knowledge of school trust governance, and data protection legislation
- Strong communication and interpersonal skills, with a caring and people-centred approach
- Adept at forming and maintaining positive relationships with colleagues, our community, and external stakeholders
- Ability to manage processes, timelines, and data accurately
- Adaptable, and able to switch quickly between operational delivery and strategic planning
- Comfortable using digital communication tools
- Strong problem-solving skills with the ability to identify and respond to trends
- Highly organised, with excellent attention to detail and the ability to prioritise and flex work demands to meet the needs of a small team

Desirable Skills & Experience

- Proven experience in delivering training, coaching or mentoring
- Experience in public policy and working with government officials and other sector stakeholders
- Experience of using customer relationship management (CRM) systems

Values & Approach

- Committed to supporting others and promoting a positive community culture
- Warm, welcoming, and people-focused
- Demonstrates initiative, ownership, and accountability
- Embodies organisational values in all interactions

Terms and Conditions

Start date	No later than the 1 st September depending on the successful candidate's notice period
Contract Type	Permanent
Hours of Work	35 hours a week however we would be open to discussing part-time / term time only arrangements with the right candidate
Line Manager	Managing Director
Location	Home based, with travel to events and meetings as applicable
Starting salary	Circa £50,000 (within a salary band of £50,000 – £59,000) depending on experience
Approach to Work	As a small but growing organisation we aim to reward great work with a flexible approach to benefits with options included such as compressed hours, additional leave, support for study or other professional development
Leave	25 days annual leave plus bank holidays; we would expect leave to be taken during the school holidays
Work Permit	All applicants must be permitted to work in the UK and hold a relevant work permit where necessary; this is not a role in which we sponsor a visa application
Probation	The post has a six months' probationary period
References	Two satisfactory references including one from your current employer will be required prior to the final confirmation of any offer
Pension	Contributory pension scheme. Generous employer contribution, currently 10%

About Us

TGP is an organisation with a very simple mission – to make the working lives of academy governance professionals easier. TGP was set up as a result of our founder Emma’s experience working at Ark. She found herself as Head of Governance over 17 schools having previously worked for one. She sought but couldn’t find the equivalent of the Local Authority Governance Support Team who had supported, guided and given community in her previous role. At that time no organisation was giving accurate advice and guidance to academy governance professionals.

And so, Trust Governance Professionals was set up to answer that need.

We launched our first offer, Trust Governance Insight (TGI), in Autumn 2018. Originally we ran three in-person sessions a year with physical workbooks with our inaugural meeting taking place in London with eight governance professionals – some of them are still on TGI today. The group expanded and we set up sessions in Birmingham and Manchester with 30 in membership when the pandemic hit. We recognised that this was a really complex governance time and we were needed more rather than less. So our model changed and we started running sessions on Zoom. Today all of our sessions are currently delivered virtually. We are about to go into our seventh year.

Our Values

Knowing our community is key and sits in every single communication and every single thing that we do. We want people to feel that they are part of that community, and it is theirs. The governance professional role can be a really hard job, often underpaid and isolated within the organisation—we are there for them. We care.

Transparency

Our community is expert: we offer high quality, meaningful engagement. Our organisation is committed: we ensure clarity of purpose and practice

Generosity

Our community is active: we encourage professional sharing and development. Our organisation is unique: we give time to participant care and attention to detail

Pride

Our community is self-led: we provide advocacy for the governance professional. Our organisation is sector-driven: we care for, and commit to, our partnerships.

How To Apply

To apply for this role, please provide the following documents:

- Application Form
- A supporting statement (maximum two pages) that outlines your interest in this particular organisation and role, and your fit against the information provided in this job pack

We will communicate with you during this process so please use an email address that you are happy for us to use. A privacy notice for candidates is available on our website.

Please submit your application, supporting statement and covering letter to recruitment@tgpltd.co.uk.

We will not accept or respond to applications that don't include our application form or that are sent to any other email address within the organisation.

Closing Date Friday 17th April at noon

Informal Conversations Monday 13th and Tuesday 14th April

First Interview Date Tuesday 5th May – interviews will be in person in central London

Second Interview Date Monday 11th May – interviews will be in person in central London

Interview Process

We recognise that some applications are very likely to come from governance professionals that we know and who are part of our TGI community. So, to ensure fairness and objectivity throughout, the process will be led by Lesley Dolben, Chair of the Large MAT Governance Group, former Head of Local Governance for United Learning, a Confederation of School Trusts Consultant and a TGP Associate.

1. Shortlisting will be undertaken by Lesley and an external adviser. This means that if you are a TGler, TGP's Leadership will not know that you have applied unless you either choose to share this with us, or are taken through to interview.
2. 1st interview panel will consist of experts in the sector who know and understand our values and will decide who is being taken to 2nd interview
3. 2nd interview will consist of members of the TGP team

We welcome questions prior to application and again we will not know who has asked them, unless you are happy to be identified to us prior to shortlisting.

Questions should be sent to recruitment@tgpltd.co.uk and Lesley will respond.