



GRIMSBY INSTITUTE GROUP

Governor's Job Description and Person Specification

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Job Description

1. To comply with the provisions of the following documents:
 - a. Instrument and Articles of Grimsby Institute
 - b. Financial Memorandum
 - c. Corporation Code of Conduct
 - d. Financial Regulations of the Grimsby Institute Group
2. Is responsible along with other Governors for ensuring the proper governance of The Grimsby Institute of Further & Higher Education in accordance with statutory and sector requirements
3. Takes an interest in the work of the Institute but is not involved in day to day management of the Institute
4. Give due priority to attending meetings of the Corporation and at least two of its Committees
5. Contribute to discussion and decision making at meetings
6. Spend time in preparation for meetings through the reading of documentation (documentation will be made available in other formats where requested ie. Larger format, Braille or audio)
7. To participate in training events in order to enhance the contribution to the Corporation
8. Attend a range of Institute functions and Awards ceremonies.

Person Specification

1. Commitment to the mission and vision of The Grimsby Institute of Further & Higher Education
2. Willingness and ability to promote the safeguarding and equal opportunities policies adopted by the Corporation.
3. Good interpersonal skills and team working
4. Good level of knowledge and experience in relation to some aspect of Institute activity, eg: education, training, business, community, finance, human resources and legal
5. Good communications including both presenting information and listening to others
6. The ability to absorb information which is sometimes complex and lengthy
7. The time necessary to carry out the duties