



**Cartrefi
Cymunedol
Cymru**

**Community
Housing
Cymru**

Governance and Operations Lead

**Part time - 28hours
£48,000 pro rata**

Closing date: 9am, 11th May 2026

General enquiries

www.chcymru.org.uk

recruitment@chcymru.org.uk

Registered under the Companies Act: 1985

Registration Number: 2380564

Charity Registration Number: 1128527



About CHC

Community Housing Cymru is the voice of housing associations in Wales.

We are the trade body for housing associations in Wales with 100% of registered social landlords (RSLs) in membership.

Our collective vision is to make Wales a country where good housing is a basic right for all.

Our members work throughout Wales, providing homes and services to a wide range of people. As their trade body, we fight for the things they need to support their communities, and to ensure that together we can achieve our vision.

As an influential voice, we work to secure stable and sufficient funding, alongside a policy framework that supports investment in new and existing homes and support services. We also act as a hub to bring members together to find collective solutions to the opportunities and challenges we face.

We are mainly funded by the affiliation fees our members pay to be members of CHC, but we also run a series of conferences and work with a number of selected commercial partners. Learn more about us [here](#).

As an organisation we are committed to being an outstanding employer.

Community Housing Cymru gives staff the freedom to perform their jobs when and where they work best on a day to day basis.

We work in a hybrid way, with most of our staff team choosing to spend some time at the office each week based on their own preferences and business needs. Alongside this, we regularly meet in teams, as a whole organisation and with our members in our serviced office space and other venues for face to face discussions and events. You will need to be prepared to travel to Cardiff on a regular basis and occasionally wider in Wales.

Our culture and values are important to us, and we are proud to have a staff team that is not only dedicated to our mission but passionate about the work needed to progress.

With around 20 members of staff, we are a well resourced, valued and effective organisation. Meet the team [here](#)



Our Values

Integrity 🍷 We are fuelled by our passion and purpose, to support our members to improve the availability of good, affordable homes for people in Wales We take the responsibility of being the voice of the sector seriously We are agile and transparent in how we meet our members' needs

Impact 🚀 We are flexible, curious, creative, and dedicated to solving challenges We are a small team which makes a big impact, driving progress to achieve the best outcomes by supporting, challenging and inspiring each other

Inclusivity ❤️ We are committed to fairness, inclusion and diversity

About the role

The Governance and Operations Lead is a key role in our team. Reporting to the Chief Executive, the postholder will act as our Company Secretary. This role is responsible for ensuring we are compliant with laws and regulations and ensuring that our corporate governance is effective and adheres to high standards.

This role will also lead the delivery of key corporate projects and oversee the business support function to ensure high quality administrative and PA support for the Chief Executive and the CHC Boards and committees.

For the right individual this role offers huge scope to develop key skills further and influence the running and development of an organisation that is at the forefront of campaigning for good housing to be a right for all who live in Wales.



Objectives

- To act as Company Secretary, ensuring Community Housing Cymru's (CHC) full compliance with the Charity Commission, Companies House, and all legal/regulatory requirements.
- To provide high-level governance support to the Board(s) and its Committees, ensuring the effective, transparent, and compliant running of the organisation.
- To lead the delivery of identified and relevant corporate projects, ensuring they are managed effectively and aligned with CHC's strategic objectives.
- To act as the Data Protection Officer (DPO), providing expertise and oversight regarding data privacy and security.
- To oversee the "Business Support" function, ensuring high-quality administrative and PA support for the CEO and Board through the management of the Business & Executive Support Coordinator (BESC).

Person specification

Listed below are the requirements needed to undertake this job. These will form a key part of the selection process and your ability to meet these criteria should be demonstrated in your submission.

Essential:

- Proven experience in a Governance and Company Secretary role, with a strong understanding of charity and company law.
- Demonstrated experience in Project Management, with the ability to take a lead role in delivering corporate initiatives.
- Experience in line management, with a track record of supporting and developing staff.
- Exceptional writing skills, with the ability to produce high-quality, professional minutes and board papers.
- Strong knowledge of Data Protection (GDPR) and experience managing compliance in this area.

Desirable:

- Professional qualification in Governance or Project Management (e.g. CGI/ICSA, PRINCE2).
- Experience in risk management and maintenance of corporate assurance and risk frameworks.
- Ability to speak and write in Welsh.



Benefits

- **Pay:** £48,000 pro rata
- **Hours:** Role is based on 28 hours a week – flexible working.
- **Probation and supervision:** Six months probation period.
- **Gym:** £25 subsidy per month.
- **Benefits:** Enhanced sick, maternity/adoption and redundancy provisions.
- **Pension:** Social Housing Pension Scheme defined contributions scheme. Employer contributions of a maximum of eight percent.
- **Learning and development:** Generous offer for all staff and opportunities to apply for specific training to suit the role.
- **Cash health plan:** Paid for cash health plan (Simply Health).
- **Work from anywhere:** A 'locate for the day' principle (enabling staff to choose where they would best work in the UK will be followed).
- **Holidays:** 25 days rising by one day for each completed year of service, to a maximum of 30 days and all public holidays (pro rata for PT staff) with four additional days off during Christmas and New Year holidays.



How to apply

You will find the following details in this job pack: job description, person specification and information on terms and conditions.

1. [Full Job Description](#)
2. [Submission form](#), which you will need to complete outlining in no more than 800 words how you meet the experience criteria set out in the 'what are we looking for' part of the job specification and why you want this job.
3. **You MUST also include a tailored CV** in relation to your application for this role (max of three pages).
4. [Equal opportunities form](#). This form will not be used at any stage of the recruitment process, and will be separated from your application form immediately on its receipt. Any information given on this form will remain confidential and will only be used for monitoring purposes to assess the effectiveness of our equal opportunities policy.

If you would like to have an informal chat about the vacancy, please contact [Stuart Ropke](#)

The completed form, CV and equal opportunities form must be emailed and marked **Private and Confidential – Governance and Operations Lead** to recruitment@chcymru.org.uk by 9am, 11th May 2026.

All forms will be held for six months in line with best practice to ensure we are able to give feedback to unsuccessful candidates and to support the organisation if a claim was brought against it.

- **Shortlisting will happen w/c 11th May 2026.**
- **Interviews will be held on 18th and 20th May** in person at our offices in Cardiff..

We look forward to receiving your completed submission.



Community Housing Cymru is committed to equality, and values diversity.

Please note that CVs will only be reviewed ahead of an interview and will not be considered as part of an initial shortlisting process. However, should a large number of applications be received, CVs may be used to assist in shortlisting candidates to the interview stage. Key personal information such as name, age, educational institutions, etc., will be removed beforehand.

Key personal information contained within personal statements will also be removed before they are considered for initial shortlisting. We would be grateful if candidates could avoid including these in the first instance.

Applications are particularly welcome from disabled people and black and ethnic minority people. We guarantee to interview these applicants who meet the minimum criteria for the role.

We want you to have every opportunity to demonstrate your skills, ability and potential. Please contact us if you require any assistance or reasonable adjustments to the application process.