

Governance and Compliance Coordinator

Location: On-site at Stratford, London

Reporting to: HR, Governance and Legal Manager

Contract Type: Full-time

About us

We're growing fast – as Newham's housing delivery company Populo Living Group has built just under 1,000 homes and has a pipeline of several thousand more to come. We manage over 500 private homes, in addition to over 250 affordable homes via Populo Homes, our registered provider subsidiary. Our developments range in size from small infill to large scale sites, including the reimagining of the Carpenters Estate in Stratford, one of the most exciting regeneration projects in the UK. We are committed to building more and better homes for the residents of Newham, including high proportions of affordable homes.

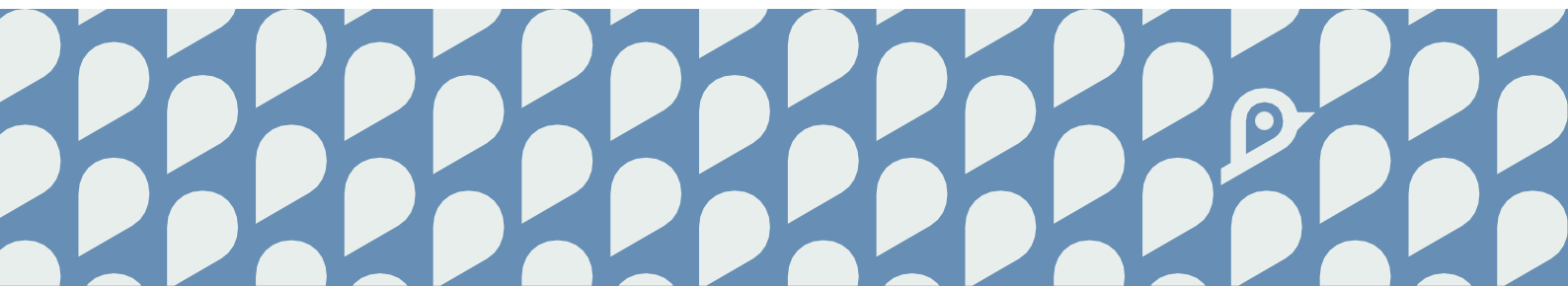
Role purpose

This role is to support the Populo Boards by managing governance, regulatory and legislative compliance services.

- Ideally you will have a good understanding of the NHF code of governance.
- You will support the directors to report and regularly communicate with the regulator of social housing (RSH).
- You will have experience working in a governance or compliance role. Some legal experience is desirable but not essential.
- You will have excellent time management and organisational skills and a high understanding of the need for confidentiality.
- Excellent interpersonal skills with the ability to deal with all stakeholders in a diplomatic and professional manner.
- In addition to the above you will embrace the culture of continuous improvement to support Value for Money throughout the organisation.
- You will have experience with Board and Committee meetings and with senior stakeholders, including agenda writing, minute taking, organising meetings and taking action-points.

Key responsibilities

- Providing administrative support to the Boards and managing logistics including organising the calendar of meetings, agendas, taking minutes for Board meetings and action and



decision logging.

- Manage Board recruitment, appointment (onboarding), appraisal and resignation (offboarding) processes.
- Support governance audits and develop improvement plans.
- Maintain the policy tracker and work with procurement on contract registers.
- Assist the Executive team with risk registers.
- Coordinating and ensuring compliance with any relevant external standards. This includes maintaining a compliance register and contracts register.

How to Apply

Please send your CV and Covering Letter to:
HR@populoliving.co.uk

