

## CfGS Opportunity

### **CfGS seeks a Senior Governance Consultant for a fixed, one-year term: full time**

We are looking for someone to join the CfGS team to expand and develop the support we provide to the local government sector in England.

The successful candidate will be someone who has worked, or is still working, in a local government role that connects closely to our core areas of governance and scrutiny. They will most likely be someone with experience operating at “service manager” level or above.

As this is a fixed term post, it is likely to suit someone looking for a secondment – we will be able to demonstrate significant development opportunities for the successful applicant which will bring benefits to both you and your permanent employer. However, we are happy to consider applications from people looking for a standalone fixed-term contract.

#### **Salary range: up to £60,000 pa fte**

If the successful applicant joins CfGS as a secondee then CfGS will cover reasonable on-costs (including pension) as part of a secondment agreement with their substantive employer.

If the successful applicant joins CfGS on a fixed-term contract they will benefit from CfGS’s standard employee terms and conditions, set out overleaf. Applicants should note that CfGS is not a local government body; employees are not entitled to LGPS membership and employment does not count towards your period of continuous service.

#### **What we do and how we work**

A period of significant change for the local government sector has also been a period of change for CfGS. Our work continues to focus on supporting councils to improve and innovate in the spheres of governance and scrutiny – the context of local government reorganisation and the expansion of English devolution lends urgency to the need strong national support on this critical issue.

Our engagement with these issues is seen through the lens of five “key lines of enquiry” (KLOEs) which support us to frame, co-ordinate and prioritise our work.

- **Systems of assurance** – taking new approaches to the management and oversight of performance and financial risk that is driven by the role and responsibility of elected members;
- **Councillor empowerment** – supporting elected members and officers to develop deeper understanding of skill and capability needs, and how to meet those needs (and working to meet those needs ourselves);
- **Place governance** – thinking about how governance works across a whole geographic place, rather than being focused on individual institutions like councils, the NHS etc, and in so doing knitting disparate systems for accountability together (including governance and accountability systems at neighbourhood level);
- **Relational constitutions** – supporting councils to reform and evolve their constitutions, and other governing documents, in a way that focuses on the relationships between individuals and bodies – including individuals and bodies that sit in the partnership space away from the council itself.
- **Future Democracy** - this is focused on how our work actively contributes to the *resilience and renewal* of democracy itself.

These KLOEs are themselves built on our core objectives as a charity, which you can find here: <https://www.cfgs.org.uk/about-us/>

CfGS carries out its work through a number of mechanisms:

- Thought leadership – engaging with partners local and national to innovative, and develop thinking, about the future of public sector governance, with a view to using new ideas and systems in our client delivery work. Some of this work is funded by HM Government and some by separate grant and partnership arrangements. Our work includes organising and delivering our very popular series of learning events and researching and publishing our ongoing series of practice guides. Our thought leadership contributes to our business development work, helping us to ensure that the work we deliver directly to clients meets their needs;
- Direct delivery of consultancy to client councils – some of this is in partnership with the Local Government Association further to our HM Government funding, and some by way of direct commissioning by the council in question. Our delivery work sees us supporting councils with a wide array of improvement needs – you can see examples of some of our recent work at <https://www.cfgs.org.uk/case-studies/>;
- Direct delivery of training, learning and development to client councils – we deliver a broad spectrum of learning and development services into the sector. A lot of this is in the form of member development support, but increasingly we undertake L&D work for officers as well;

## What we need, and your role

We need an experienced local government scrutiny/governance practitioner to join us for a fixed period of one year, to focus on the delivery of support into the sector . This person, an expert in the field who is at ease working in and around complex political environments, will gain unique experience and skills, which will help significantly with ongoing career development.

The role will be focused on the delivery of governance support projects to councils, and the delivery of training, learning and development support, working with other members of the CfGS team. This will involve ownership of a diverse portfolio of work, with a number of projects needing to be managed and delivered simultaneously.

In terms of consultancy, you will need to be able to diagnose and find innovative solutions to complex challenges and problems – and to develop and present recommendations in such a way as to deliver impact.

In terms of learning and development, you will need to be able to deliver standard CfGS material (and develop material meeting clients' bespoke needs) in a way that is engaging and command confidence and credibility, linked to robust learning outcomes for participants.

Outcomes from this work will feed into CfGS's wider thought leadership and business development activity, and the postholder will have an opportunity to participate in this activity, developing a national profile in doing so.

## What we offer

CfGS is a small team that works flexibly. We don't stay rigidly within the terms of our job descriptions – collaboration and learning new skills through doing are important to us.

We want to ensure that your time with us is one framed by your own learning and development. At the outset we'll discuss what your objectives might be – areas where you want to grow in confidence and develop your skills and experience – and (in the context of business need) we will try to design a portfolio of work that meets those needs.

In this context we can promise a supportive approach to line management – weekly one to ones, regular collaborative discussion about ongoing projects in team meetings, and an environment in which you will have autonomy and responsibility to deliver.

If you join us as a fixed term employee rather than a secondee, you will benefit from CfGS's pension scheme (5% employer contribution) and 28 days of leave per year.

## Working arrangements

We would prefer someone to join us full-time, but we welcome applicants keen to work more flexibly, including part-time (3 or 4 days a week) or compressed hours. The position is employed on a remote basis, and can be carried out from anywhere in the country. However, as with any councillor-facing work the postholder can expect to need to attend some evening meetings, usually remote but occasionally involving travel for in-person delivery and support.

We hope for the successful candidate to begin work with us in early 2026 (ideally in February or early March). If you're interested, please send a CV and a brief summary of your skills and experience (ensuring that this summary reflects the job description and person specification) to [info@cfgs.org.uk](mailto:info@cfgs.org.uk), marked "Senior Governance Consultant", by 5pm on 12

January. For an informal conversation about this role please contact Ed Hammond, [ed.hammond@cfgs.org.uk](mailto:ed.hammond@cfgs.org.uk)

**A full job description can be found on the next page. Note: We have extended the deadline from 16 December to 12 January, 2026.**

### Timetable

|   |                        |
|---|------------------------|
| Applications open                           | 26 November            |
| Application close                           | 5 pm, 12 January, 2026 |
| Shortlisted candidates notified             | 16 January, 2026       |
| Interviews (remote: these dates indicative) | w/c 26 January, 2026   |

## SENIOR GOVERNANCE CONSULTANT: JOB DESCRIPTION AND PERSON SPECIFICATION

**Role Purpose:** The purpose of the role is to successfully design and deliver a broad range of consultancy assignments that improve corporate governance in the local government sector. The role holder is also expected to proactively contribute to business development activity within CfGS.

### **Principal Accountabilities:**

1. Proactively identify business development opportunities and engage with potential clients to understand their governance improvement requirements, in order to create opportunities for CfGS to deliver consultancy assignments
2. As part of a team, develop comprehensive proposals/bids for undertaking consultancy assignments that are tailored specifically to potential clients' needs, and strike an appropriate balance between affordability for the client and profitability for CfGS
3. Design and deploy bespoke governance review methodologies (based on CfGS's standard methodologies, and research) that deliver objectives that have been agreed with clients
4. Lead on the successful delivery of governance consultancy assignments, in accordance with the principles of effective project management, working with other members of the CfGS team and external consultants where necessary
5. Effective management of client relationships throughout the full lifecycle of governance consultancy assignments
6. Write reports and/or presentations on completed governance consultancy assignments that provide clients with robust, evidence-based information and meets agreed objectives for the assignments in question
7. Use insights from CfGS's work to contribute to thought leadership activity – writing blogs, practice guides and research papers, and articles for external publications, presenting to conferences and engaging with partners in a range of national sector organisations
8. Design and deliver governance-related training programmes for individuals and teams with both executive and non-executive roles principally in the local government sector
9. Carry out evaluations of completed consultancy assignments and training programmes, and feeding back associated learning to CfGS colleagues, to inform service delivery improvements

**Job Title: Senior Governance Consultant**

| Area of competence   | Essential | Desirable |
|--|-----------|-----------|
| <b>Qualifications and training</b>   |           |           |
| 1) Degree level, equivalent education or other relevant experience   |           | X         |
| 2) Evidence of continuing professional development.  | X         |           |
| <b>Experience and skills</b>   |           |           |
| 3) Programme and project management: Proven experience of deploying programme and project management good practice to successfully deliver complex projects and programmes                       | X         |           |
| 4) Programme and project management: A successful track record of writing compelling proposals for action that are tailored to stakeholders' needs   |           | X         |
| 5) Programme and project management: Experience in designing / commissioning / project managing projects and programmes that relate to governance / member development                           |           | X         |
| 6) Communication skills: Experience in writing compelling and articulate prose (in short or long-form)   | X         |           |
| 7) Communication skills: Experience in delivering presentations and/or training in an engaging manner, and in a way that leads to impact   | X         |           |
| 8) Relationship management: being able to work effectively with politicians – understanding motivations, supporting their leadership, developing and maintaining mutual trust and respect.       | X         |           |
| 9) Relationship management: the ability to develop and maintain good working relationships with colleagues, contractors and others to deliver complex work                                       | X         |           |
| 10) Relationship management: the ability to use and build your own networks, maintain a public profile, develop new contacts at a senior level across sectors nationally, regionally and locally |           | X         |
| 11) Sector knowledge: Experience of working at a senior level in governance, or overview and scrutiny, in local government, in a UK jurisdiction   | X         |           |
| 12) Sector knowledge: Knowledge of the national (English) sector improvement landscape and experience in operating at a national level (through networking, employment or some other means)      |           | X         |