



Job description

Job title	Governance and Public Affairs Coordinator
Department	Corporate Centre (Director's Office)
Contract	Permanent
Salary	£32,674 per annum
Hours	Full-time, 36 hours per week
Location	Tate Britain, Millbank, London, with the option for hybrid working (typically up to 3 days per week working from home, subject to business needs).
Reporting to	Senior Governance and Policy Manager

Background

Tate's vision is to serve as artistically adventurous and culturally inclusive art museums for the UK and the world. We deliver this through activities in our four galleries across the UK (Tate Liverpool, Tate St Ives, Tate Britain and Tate Modern), our digital platforms and collaborations with our national and international partners. At the heart of Tate is our collection of art, which includes the national collection of British art from the 16th century to the present day, and international modern and contemporary art from 1900 to the present day, spanning all continents. We seek to expand access to the collection and deepen understanding of art in all its diversity.

Tate is a leading global institution, and we influence critical thinking about art practice. Tate is committed to maintaining free entry for audiences to our collections. We see access to art for everyone as a universal human right and we see our galleries as sites of creative learning. We want to champion the importance of making art and encourage people to explore the many ways in which art is created and develop their own creative potential.

We want to welcome audiences that better reflect the towns and cities in our nation and attract a diverse international public. Our reach is already powerful. We intend to increase its impact across society, with art that resonates around the world.

Everyone who works at Tate has a role to play in achieving these goals. We offer exciting work built around our love for art, and have a strong commitment to equality, diversity and inclusion, with the aim to have our workforce and audience as diverse as the communities we serve. And everything we do is only possible thanks to our fantastic colleagues, who really know their stuff, support each other and want to do the best for our audiences.

We hope you will consider joining our team.

You can find further information about Tate on our website: www.tate.org.uk.

About the role

The Governance and Public Affairs Coordinator is a key enabling role within Tate, supporting the effective functioning of Tate's governance structures and contributing to the organisation's public affairs and policy engagement activity.

Working with the Senior Governance and Policy Manager, the Head of Strategy and Governance, and the Senior Public Affairs Manager, the role provides high-quality coordination, administration and research support across Board and Committee business, and external-facing public affairs activity.

This is a varied role which offers a valuable opportunity to build experience across governance, policy and public affairs, working closely with senior stakeholders across a national cultural institution.

About your team

The Governance and Public Affairs teams sit within Tate's Corporate Centre, supporting effective governance, strategic decision-making, internal policy management and compliance functions across the organisation and stewarding key public affairs activities. Working closely with Trustees, senior leadership and colleagues across all Tate sites, as well as with external stakeholders, the team ensures smooth operation of governance structures, policy engagement and high standards of organisational integrity.

What you will gain

You will gain valuable experience across governance, policy and public affairs, working closely with senior leaders and Trustees in a leading national cultural institution. The role offers opportunities to develop your judgement, communication and organisation skills and understanding of how organisational decisions are shaped.

What you will do (Main Duties and Responsibilities)

1. Board and Committee meetings support

- Coordinate and support the smooth running of Board and Committee meetings (including Audit & Risk Assurance Committee, Finance & Operations Committee and Ethics Committee), working under the leadership of the Senior Governance and Policy Manager.

Meeting coordination and logistics

- Act as a central point of coordination for meeting arrangements, liaising with relevant colleagues, Executive Assistants and Personal Assistants to ensure logistics are in place. This includes scheduling, room bookings, technology setup (including hybrid and remote access), hospitality and on-the-day support, with the postholder providing direct cover where required.
- Manage meeting timetables and governance calendars across the annual cycle.

- Maintain accurate attendance records, ensure meetings are quorate and escalate any issues as necessary.

Papers and meeting readiness

- Support the drafting and coordination of meeting agendas, working under the guidance of the Senior Governance and Policy Manager and Head of Strategy and Governance.
- Commission papers for the Audit & Risk Assurance Committee and the Finance & Operations Committee.
- Commission contributions for selected reports, assisting with collation and drafting under the guidance of the Senior Governance and Policy Manager.
- Support the preparation and circulation of meeting papers, ensuring materials meet governance standards and are distributed on time ahead of meetings.

2. Governance systems, records and assurance

Governance processes and continuity

- Support the Senior Governance and Policy Manager with the delivery of the annual governance cycle, including Board effectiveness reviews and the Conflicts of Interest declaration process.
- Track decisions and actions arising from Board, Committee and Directors' Group meetings, maintaining accurate records and following up to support timely completion.
- Provide cover during periods of leave or absence, including minuting Board, Committee and Directors' Group meetings when required.
- Support wider governance and compliance activity led by the Head of Strategy and Governance and the Senior Governance and Policy Manager as needed.

Freedom of Information (FOI)

- Act as Secretary to the Freedom of Information Group (FOI Group), including drafting agendas, circulating papers, taking minutes, maintaining action and status logs, and managing documentation.
- As a member of the FOI Group, support FOI workflows and assist with responses to FOI requests where required.

Systems, records and documentation

- Administer Tate's secure cloud-based system for sharing papers with Trustees and Committee members.
- Ensure governance documentation meets archival standards and complies with FOI, data protection and audit requirements, maintaining clear and well-managed governance records.

3. Public affairs, stakeholder and relationship management

Public affairs support

- Provide logistical and administrative support to the Senior Public Affairs Manager in organising engagement events, briefings and other relevant activities.
- Undertake research and information gathering to support public affairs and policy activity, contributing to regular updates for senior leaders on external activity.

- Monitor external policy developments, news coverage, sector debates and social media activity relevant to Tate, flagging risks, opportunities and emerging issues to the Governance and Public Affairs team.

Trustee and stakeholder engagement

- Support the induction and onboarding of new Trustees and Co-opted Members by coordinating induction schedules and briefing materials.
- Coordinate Trustee engagement activity, including visit arrangements, exhibition previews and other engagement opportunities, working closely with relevant Tate teams.
- Accompany and support Trustees during on-site visits and meetings, acting as a host where appropriate and coordinating meeting rooms and associated logistics.
- Support effective engagement with external stakeholders by ensuring meetings, briefings and communications are well coordinated and appropriately documented.

Relationship management and communication

- Act as a key point of contact for the Governance and Public Affairs team, ensuring timely, accurate and high-quality communication across governance and public affairs activity.
- Build effective working relationships with Trustees, Directors, senior leaders and colleagues across Tate to support smooth governance and engagement processes.

4. Administrative support to Head of Strategy and Governance

- Provide proactive diary management to the Head of Strategy and Governance.
- Manage their inbox, including monitoring, triaging, responding to routine enquiries, and flagging priority items and drafting responses as needed.
- Coordinate travel arrangements, meeting preparation, documentation and briefing support.
- Act as a first point of contact for enquiries on behalf of the Head of Strategy and Governance.
- Undertake any other duties that support the effective delivery of the Governance and Public Affairs work.

What you will bring to the team

Personal attributes

- Highly organised, with attention to detail.
- Flexible, proactive, and solution-oriented.
- Committed to creating an inclusive, respectful, and collaborative working environment.
- Passion for Tate's mission and a strong understanding of the cultural and creative sector.
- Interest in public affairs, government relations and/or governance.

Essential skills and experience

- Strong administrative and organisational skills with experience supporting multiple priorities.
- Excellent written communication skills with attention to accuracy and detail.
- Excellent communication and interpersonal skills with ability to deal with senior staff, trustees, and external partners with diplomacy and confidence.
- Ability to work with confidentiality, discretion and sound judgement.
- Strong digital skills, including MS Office, SharePoint and Teams.

Desirable experience

- Experience in a cultural, public sector or charitable organisation.
- Experience working with Boards, Trustees or Non-Executive Committees.
- Experience supporting senior leaders, including diary management and PA duties.
- Experience drafting agendas, minuting meetings and managing committee or group administration.
- Experience of governance, policy, or compliance administration.
- Familiarity with FOI processes or risk management frameworks.

The requirements listed here are guidelines, not hard and fast rules. You don't have to satisfy every requirement and we welcome candidates who bring transferable skills. Applying gives you the opportunity to be considered.

Tate for all

Diversity and Inclusion

Our jobs are like our galleries, open to all.

Our aim is to become a truly inclusive organisation with a workforce and audience as diverse as the communities we serve. This is fundamental to Tate's future success and our ability to continue to contribute to culture and society in the UK.

We want our workforce to be more representative of all sections of society at all levels in the organisation. The range of perspectives and experience diversity brings is an asset to our organisation and we want to create an inclusive, welcoming environment for visitors, artists and all those who work at Tate. Tate expects all employees to contribute to this aim as part of their role. More information about diversity and inclusion at Tate can be found on our [website](#).

Our Values

- **Open:** we're welcoming, generous-spirited and inquisitive, with an open-source attitude that thrives on collaboration.
- **Bold:** we have the courage of our convictions, we're willing to take imaginative risks: we aren't afraid of failure - so long as we learn from it.
- **Rigorous:** we'll win people's trust if we're accountable for our actions and excellence underpins everything we do.
- **Kind:** we value and respect each other, our partners, and our visitors, striving to make every encounter memorable and enriching.

Employee Benefits

- Birthdays off each year
- 25 days leave per year, rising to 27 (pro rata for part time colleagues).
- A pension scheme with generous employer contributions.
- Life Assurance and Income Protection for DC scheme members.
- Interest-free Season Ticket Loan.
- Cycle to Work scheme – enabling you to buy a bike in a tax efficient way, for travelling to and from work.
- Rental deposit scheme – an interest free advance to help towards the cost of a deposit for privately rented accommodation
- Discounts in the Tate Restaurants and Cafes.
- Access to Tate Benefits which offers access to discounts in high street stores.
- Access to a 24/7 Employee Assistance Programme to support you with any work, personal or family issues. This includes telephone-based support, as well as comprehensive online resources.
- Free entry to paying exhibitions at Tate Galleries. Opportunities for family and friends to visit the major exhibitions out-of-hours.
- Discounts on items purchased in the Tate shops.
- Free access to a number of other galleries and museums throughout the UK on production of a valid staff pass.
- Free access to other galleries and museums abroad through the International Council of Museums (ICOM) membership

Safer Recruitment

Tate is committed to providing a safe environment for all those who work at Tate and all those who come into contact with Tate as visitors to the galleries, as participants in Tate activities, and online. The safe recruitment of all those who undertake work on behalf of Tate is the first step to ensuring that we are fulfilling this commitment.

All positions at Tate are offered subject to the following conditions:

- Receipt of satisfactory references covering the last 3 years of your employment or education.
- Health clearance
- A satisfactory Disclosure Check.
- Proof that you are legally entitled to work in the UK

You can find out more information about our pre-employment checks and what they mean for you in our 'Guidance Notes for Applicants' document.

How to apply

Our opportunities are open for you to apply online. Please visit:

www.tate.org.uk/about/workingattate/ to create an account by registering your details or, if you are an existing user, log into your account.

For all opportunities we ask candidates to complete an online application form for the vacancy they are interested in. If you need an application form in an alternative format

please call us on 020 7887 4997. Once you have submitted your application you can keep track of its progress by logging into your account.

The closing date for the submission of completed application forms is **Sunday 14 June by midnight**. Interviews will be held on week commencing **Monday 29 June**.

Where vacancies attract large volumes of applicants, we reserve the right to close this vacancy early. Therefore, if you are interested, please try to submit your application as early as possible.

