



Head of Governance
Candidate Pack



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Your journey starts here...



English National Opera exists for everyone, creating new experiences with opera that inspires, nurtures creativity and makes a difference. Our vision is for lives changed through opera.

We take a fresh inspiring approach to opera to reflect the diversity of our culture.

We believe that opera is a living art form able to connect to people from all parts of our society. We collaborate with a range of artists and art forms as part of our commitment to the future of the art form. We sing in English, as we believe it enhances the emotional connection between performers and audiences.

We encourage creativity throughout the company and our commitment to the future of opera provides a platform to develop outstanding careers.



We are a world-class national company recognised internationally for the standard of our work. We nurture talent across the entire company including a platform for young singers to start and then develop global careers.

We connect to audiences through inspiring, accessible, world-class opera and stimulating, creative participation programmes.

We create our productions for the widest possible audiences and aim to introduce completely new audiences to the magic of opera whether at the London Coliseum, outside of our theatrical home or internationally.

We make our productions accessible by offering a large proportion of tickets at affordable prices, and through our attendance schemes.



We work with a wide range of visiting companies to generate essential revenue and welcome new audiences to share the experience of our theatre.

**English National
Opera is founded
on the belief
that opera of
the highest
quality should
be accessible
to anyone.**



Head of Governance

SUMMARY

The Head of Governance is a senior, hands-on role responsible for strengthening governance across English National Opera during a period of organisational transition.

Reporting to the Chief Financial Officer, with a dotted line to the Chief Executive Officer, the postholder will combine practical delivery with expert advice, ensuring that ENO's governance arrangements enable clear, effective and accountable decision-making.

This role will bring structure, consistency and pace to governance at a critical point for the organisation. Initially focused on the Main Board, the role will extend to trustee committees and the London Coliseum trading subsidiary (LCL) as governance frameworks and ways of working are embedded.

Working closely with the Chair, trustees and executive team, the role will establish a clear governance framework, improve Board effectiveness and support longer-term decisions about how governance should operate at ENO.

Contract

This is a part-time, 12-month, fixed term contract. The contract length is designed to allow time to review ENO's governance needs, implement improvements, and inform longer-term decisions about future governance arrangements.

Reports to

Chief Financial Officer

Salary

£55,000 FTE per annum pro rata

Location

London Coliseum, Hybrid

Hours

21 hours per week (0.6 FTE)



Head of Governance

Key Responsibilities

Governance leadership and oversight

- Act as senior governance adviser to the Chair, CEO and trustees
- Provide oversight of governance across ENO and LCL, ensuring clarity of decision-making and accountability
- Establish and maintain an effective governance framework aligned to organisational priorities

Governance and Board Operations

- Own governing documents (alignment, interpretation, updates)
- Plan and manage annual governance cycle
- Ensure effective Board and committee processes (papers, approvals, reporting)
- Create consistency across committees while respecting remits
- Align Executive and Board agendas and reporting
- Coordinate Board engagement across organisational activity

Board Effectiveness and Governance Standards

- Lead Board effectiveness reviews
- Benchmark governance against Charity Commission guidance
- Recommend and implement improvements

Trustee Management (Skills, Recruitment, Succession)

- Lead trustee recruitment and succession planning in partnership with the Chair and Chief People Officer
- Maintain an accurate skills matrix, succession pipeline and tenure records
- Design and deliver effective induction, onboarding and ongoing development for trustees
- Analyse trustee skills and diversity data to inform recruitment and development priorities



Head of Governance

Key Responsibilities

Compliance, policy and best practice

- Ensure compliance with Charity Commission guidance, ENO's Articles of Association and internal policies
- Lead a review of governance-related policies, including approval routes, review cycles and gaps
- Monitor developments in charity law and governance practice, advising on implications for ENO
- Strengthen the quality and clarity of governance-related risk and compliance reporting to the Board

Equity, diversity and organisational values

- Embed equity, diversity and inclusion within governance structures, decision-making and Board oversight
- Ensure governance practices reflect ENO's values, ethical standards and public purpose

Systems, information and planning

- Maintain accurate and up-to-date information within the Board portal
- Assess whether current Board portal arrangements are fit for purpose and, where required, lead the identification and implementation of improvements in collaboration with IT
- Plan and coordinate Board Away Days with the support of the Chair, CEO and administrative colleagues



Head of Governance

Person Specification

Required:

- Significant experience in charity governance, company secretariat or a comparable senior governance role
- Strong understanding of charity law, trustee responsibilities and good governance practice
- Experience supporting Boards and committees, including planning, papers and effectiveness reviews
- Demonstrable experience improving governance frameworks, processes or systems
- Confidence advising senior stakeholders with discretion, diplomacy and authority
- Experience working collaboratively across executive teams to embed effective governance practices
- Clear, credible communicator, both written and verbal
- Highly organised, with the ability to manage competing priorities and deadlines
- Practical and solutions-focused, with a bias for action
- Calm, measured and trusted, with strong professional judgement
- Committed to ENO's mission, values and public purpose, including equity, diversity and inclusion

At the ENO, our people play a vital role in helping us create extraordinary encounters with opera and beyond, so it's just as important that we reward people beyond their salary to recognise their contributions.

Your Wellbeing

- **Annual Leave:** 25 days plus Public Holidays
- **Hybrid and flexible working**
- Eye care vouchers
- Enhanced Company Sick Pay
- Enhanced Family Friendly Leave (including Maternity Leave and Paternity Leave)
- Cycle-to-Work Scheme
- **Employee Assistance Programme (EAP)** through Spectrum.Life:
 - Confidential support available 24/7, 365 days a year for employees
 - Virtual GP & digital physio
 - Wellbeing portal including videos, podcasts, and factsheets on topics such as sleep, diet and exercise



Seeing Our Performances

- Complimentary tickets for ENO and selected London Coliseum performances
- Staff rate for ENO performances
- Complimentary tickets to talks, recitals and behind-the-scenes events



Managing Money

- Salary Sacrifice pension scheme with Natwest Cushon
- Interest-free travel season ticket loans
- Annual pay review
- Discounts across various categories including: Travel, Wellness and Fitness, Electronics, Accessories, Food & Drink and many more through Pebble



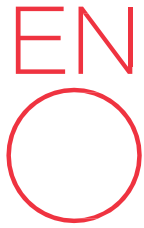
Your Professional Development

- Annual Professional Development Review to support your personal and career ambitions and achievements
- Opportunities for Sabbatical leave to invest in your learning, wellbeing and career goals



“The variety of what we do is amazing, from drinks receptions and garden parties, to opportunities to see performances from Stage, Prompt or the Flies - every day is different and exciting!”

Please note that some of these extras vary depending on contract type or duration.



Head of Governance

To Apply

You can apply for this role on our careers site.

We'll ask you for:

- A copy of your CV
- A cover letter

Due to the high number of applications we receive, we are only able to provide individual feedback to those candidates who progress to interview stage.

Application Deadline

5pm, Wednesday 15 July 2026

1st Interviews

w/c 27 July 2026

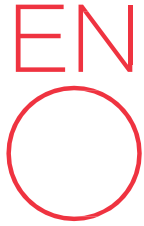
2nd Interviews

w/c 3 August 2026 & w/c 10 August 2026, London Coliseum

Applications



We're proud to be a Disability Confident Employer. If you'd like to apply through the Disability Confident Guaranteed Interview Scheme or require any reasonable adjustments for the application process, please email workwithus@eno.org



Backstage Secrets to Success

Read the job description carefully

The job description is your score and every note counts. This will help you understand whether the role is a good fit and what is required, so you can tailor your application effectively.

Read the application requirements carefully

Before your first act make sure you know your cues and stage directions. Check for any word limits, additional tasks, or submission deadlines.

Tailor your cover letter

Your cover letter is your aria- your chance to shine. Use this to tell us things that we can't see on your CV for example: why you want to work with us, how our values align with yours, and any transferable skills that make you a great fit for the role.

Check your application

Before submitting, review spelling and grammar, ensure attachments are included and correctly named, and double-check that your contact details are accurate and up to date. This is not a rehearsal. We repeat, this is not a rehearsal!

Prepare for your interview

Research the organisation, be ready to discuss experience mentioned on your CV, and think about questions you'd like to ask us. See the interview as a duet where each voice is equally as important.

Use AI tools mindfully

AI is a brilliant tool that's transforming how we work however, please ensure your application is honest and a true reflection of your experience. You can use AI to check grammar and spelling, improve structure and formatting, research the organisation or rehearse mock interviews but remember when the curtain rises, we want to see the real you in the spotlight.

Online interviews

If your interview is online, have a technical rehearsal. Check that the link works beforehand and make sure you have a quiet space, a good internet connection with minimal distractions.

In-person interviews

Confirm who you'll be meeting on the day, check your route in advance, and leave plenty of time in case of travel disruptions. This is your 5-minute call, you have 5 minutes.

Accessibility

We are an inclusive employer and want to ensure that our process is as accessible as possible. If you have any access requirements, please let us know as soon as possible by emailing us on workwithus@eno.org so that we can ensure that the stage is ready for your performance.



Confidentiality

Confidentiality is so important in this role and our policy is strict. All information concerning staff, patrons and other ENO business, the disclosure of which could be detrimental to the company, must be held in the strictest confidence and may not be divulged to any unauthorised person at any time.

Data Protection

Data Protection and adherence to GDPR is equally important. We therefore require that computer information should only be accessed if this has been authorised and is necessary as part of the postholder's work. You will need to be aware of the GDPR 8 key principals, and the Computer Misuse Act 1990.

Health and Safety

Health and Safety is so important at ENO and we would expect that the postholder will be happy to undertake personal responsibility for safety as will be outlined in the ENO safety policy and the Health and Safety at Work Act 1974.

Equal Opportunities

Equal Opportunities is a given. We will expect the postholder to abide by ENO's policies on Equal Opportunities and Dignity at Work.

Code of Conduct

Code of Conduct is sometimes assumed, but at ENO we will require the postholder to act in accordance with ENO's Code of Conduct whereby everyone shall be treated in a professional and courteous manner with full regard to the avoidance of discrimination, consistent with current equal opportunities employment legislation.

ENO



English National Opera is a charitable company limited by guarantee incorporated in England and Wales (Company number 00426792). Charity Registered Number 257210



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ENGLAND**