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**IYENGAR® YOGA (UK)**  
*In the light of Yogacharya Sri B. K. S. Iyengar*

## **GOVERNANCE AND SUPPORT MANAGER JOB DESCRIPTION**

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**Title of post:** Governance and Support Manager

**Full time or part time:** Part time, 24 hours per week.

**Contract type:** fixed term, one year.

**Salary:** £17 - £20 per hour.

**Principal Location of work:** Home work (occasionally required to attend elsewhere)

**Immediate line manager:** Chair of IY(UK) Ltd

**Reports to:** Chair of IY(UK) Ltd

**Qualifications required for the post:** A-levels (or equivalent) or significant relevant experience

### **Essential requirements:**

- Excellent interpersonal and communication skills.
- Experience and knowledge of using Microsoft Excel and Word.
- To have experience of using various forms of office software, inc. Zoom.
- To have a flexible approach to working.
- To have good organisational and prioritisation skills.
- To be able to work to strict deadlines.
- To be aware of and abide by Data Protection Regulations.
- To be able to work independently and as part of a team.

### **Desirable requirements:**

- Previous experience in a similar role.
- Knowledge and/or experience of Iyengar yoga.

### **Overall purpose of post:**

- To support the Chair, Deputy Chair, Secretary, and Deputy Secretary to ensure the efficient working of IY(UK) Limited and to act as a first point of contact where appropriate.
- To manage the administrative workings of Board, Executive Council and General meetings.
- To ensure the Committee List spreadsheet and Complete Guide documents are kept up-to-date.
- To support recruitment processes.
- To review and approve events uploaded by teachers for the IY(UK) website.

- Management and updating of the Mailing list, the Concerns, Complaints & Resolution logs, and the secure files storage systems.

## **Main Duties:**

### *Communication*

1. To be the first line of communication for enquiries to the Board that are not directed to an individual.
2. Inbox Management - Daily checking of emails from colleagues and organisation members, as well as more rarely the public, and forwarding to the relevant recipient as appropriate.
3. Drafting and circulating electronic newsletters to Teachers and to Members.
4. Liaising with external organisations e.g. venues for Executive Council in-person meetings

### *Committee Work*

5. With the IY(UK) Secretary, monitor Standing Committee terms of office, liaising with the Committee/s directly to advise of any upcoming changes.
6. On occasion and at the request of the IY(UK) Chair, provide administrative support to the Standing Committees.

### *Secretarial*

7. EX, Board and General meetings – organising meeting dates. Working with the Chair, Deputy Chair and Secretary in drawing up agendas, distributing papers, and writing minutes.
8. To ensure all filing systems and other records are accurate and up-to-date.
9. To contribute to the development and implementation of administrative procedures to support IY(UK) Ltd.
10. Other duties as reasonably required to provide an efficient service to IY(UK) Ltd.

## Person Specification

**Title of post:** Support Manager

Specification	Essential	Desirable
1. Education/Training	A-levels (or equivalent qualification) or significant relevant experience	
2. Relevant Experience	<p>Previous relevant administrative experience</p> <p>Experience of successfully working to strict deadlines</p> <p>Experience and knowledge of Document Management and Document Management systems</p> <p>Experience and Knowledge of Microsoft Office, esp. Word and Excel, Zoom, Mailchimp, WordPress and Microsoft Forms</p> <p>Knowledge and understanding of Iyengar yoga UK (Ltd), its purpose and lineage</p>	
3. Relevant Skills/Aptitudes	<p>Ability to work effectively on own initiative and as part of a team</p> <p>Strong written and oral communication skills</p> <p>Strong interpersonal skills</p> <p>Good organisational and time management skills</p> <p>Demonstrable numeracy and data analysis skills</p> <p>To be able to manage and improve processes.</p> <p>Ability to prioritise</p> <p>Demonstrable IT skills with an ability to use software packages appropriate to an office environment, e.g. Word, Excel</p>	
4. Special Requirements	<p>Ability to handle confidential material</p> <p>A flexible approach to duties</p>	

