

GOVERNANCE OFFICER JOB DESCRIPTION



IDENTIFICATION OF JOB

Team: Operations
Working Base: Newark
Responsible to: Operations Manager

OVERALL PURPOSE OF JOB

You will support the CEO and Director Team in respect of Governance to:

- Act as secretary to TWT Council and oversight of secretaries to the sub committees
- Provide logistical and administrative support to the CEO, Chair and Honorary Officers as delegated.

MAIN RESPONSIBILITIES

Secretary to TWT Council

Support the Chair (either directly or through the Executive Assistant to the CEO (as agreed from time to time) to:

- Set dates of Council meetings and teleconferences, manage all logistics such as accommodation and refreshments, and ensure accurate minutes are taken, approved and circulated.
- Ensure key items of business are flagged up to the movement a week in advance of each meeting and key conclusions are fed back to the movement within a week.
- Produce Council agendas in liaison with the CEO and Chair, and co-ordinate timely production of papers and timely dispatch after CEO review and approval.
- Maintain an up to date Council work programme and co-ordinate with all main committees.
- Maintain governance archive for Council and oversee full governance archive.
- Ensure the relevant authorities (eg Charity Commission, Privy Council) are consulted over bye-law changes, and both informed of / consulted over changes to the Royal Charter
- Act as secretary to the Nominations Committee including maintaining the register of trustee and honorary officer terms of office and managing the process of nominating, recruiting and inducting Trustees.
- Assist with the production of high quality papers and presentation materials
- Fix dates, orchestrate agendas, papers and minutes for Council meetings and carry out chasing actions as required
- Organise and facilitate RSWT Trustee inductions

Governance Development

- Regular and structured review of governance documents, policies, processes and terms of reference
- Assist in a review of TWT Governance (across the movement) and Governance development

September 2018

- To keep abreast of developments in Governance legislation and best practice
- Ensure WildNet is up to date vis-à-vis membership of Council and main committees
- Maintain and update the Memorandum of Co-operation and relevant codes of practice when required.
- Organise and facilitate Trust Chair Inductions annually
- Maintain and update the RSWT Governance Handbook and ensure legal compliance
- Drive the setting of regular governance meetings with agreed external contacts; planning dates, booking venues, liaising over agendas and ensuring prompt thanks and follow up.

Oversee the administration of all TWT Council sub-committees

- Organising the Resources and Audit Committee including the preparation and distribution of agendas and papers
- Provide guidance to secretariat of each sub-committee to ensure effective Quality Control in relation to governance meetings papers

Supporting the Annual General Meeting

Support the Honorary Secretary (directly or through the Executive Assistant to the CEO as agreed from time to time) by:

- Preparing AGM agenda and formal notice, circulation of resolutions and amendments.
- Producing accurate minutes of the AGM and ensure sign off and circulation.
- Ensuring production of the non-financial elements of the Annual Trustees' Report
- Deal with meeting-related enquiries from Trustees and individual Trusts.

Support the Director Team and the Operations Manager

- Support the Director team with diary management, planning and logistics
- Assisting the Director team with the production of high-level papers and presentations
- Support the Operations Manager with the project management of movement wide conferences, seminars and events
- Provide assistance to the Operations Manager where required

Other expectations

- Respond promptly and positively to staff requests for dates, information and advice.
- Induct all new staff on TWT/RSWT Governance
- Ensure effective electronic and paper filing and record keeping on all governance matters
- Maintain key elements of the Customer Relationship Management System
- Develop and maintain close relationships with all colleagues.
- Manage relevant sections of WildNet (intranet) and ensure timely posting of new information
- Respond promptly to requests for information and advice
- Champion a positive and co-operative culture and high standards of customer care
- Foster a positive working environment and excellent internal communications
- Ensure effective and timely work planning and reporting on progress with the job
- Ensure that all health and safety obligations are met in all aspects of the role.

GOVERNANCE OFFICER PERSON SPECIFICATION



Key Competences

- Organised
- Attention to detail
- Ability to maintain confidentiality
- Tact and diplomacy
- Professionalism and efficiency
- Enthusiasm, self-motivation and initiative
- Flexibility and willingness to step in where needed
- Willingness to take ownership and responsibility
- High level of written and oral communication skills
- Excellent interpersonal skills and the ability to establish a rapport
- Ability to research, interpret and present information
- Ability to recognise and respond quickly to problems
- Ability to work both alone and cooperatively as part of a team

Experience

- At least 3-5 years' experience of office systems and procedures, some of which will have involved providing administrative support at a senior level.
- Proven experience of coordinating complex reports and presentations
- Substantial experience of organising and taking minutes at high level meetings
- Substantial experience of information management including gathering, handling, communicating and storage of electronic and paper-based information
- Experience of managing diaries, travel schedules and work programmes under pressure

Knowledge and Skills

- An understanding of Governance matters
- The ability to manage and nurture external relationships
- Good understanding of the principles of customer care
- Proficient in the use of IT packages including word processing, e-mail, presentation packages, databases, electronic calendars
- Good project management skills.
- Ability to prioritise and organise own and others' work effectively to meet deadlines
- Ability to fully support another individual.

**The post will require overnight stays at conferences and occasional evening meetings.
A commitment to the cause of The Wildlife Trusts would be valuable.**

Measurements of Success

- TWT Council supported and serviced effectively and efficiently
- Committees and AGM managed and run effectively
- Effective governance in Trusts