

# 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

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- 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