

Friends of the Earth – Job Description

Job title	Governance and Performance Assistant
Reporting to	Governance and Organisation Business Manager
Team	Governance Team
Career stage	Grade F
Line management	None

Purpose of the role

To provide administrative, logistical and coordination support to the Boards, the Senior Leadership Team (SLT) and the rest of the Governance Team (the Governance and Organisation Business Manager, Executive Assistant and PA to the Co-Executive Directors), helping to enable the effective governance and leadership of Friends of the Earth.

To provide administrative, logistical and coordination support to the Project Management Team, helping to enable high performance across the organisation.

To work as part of the Governance Team, coordinating effectively with colleagues providing similar support.

Key responsibilities and tasks

- Provide administrative, logistical and coordination support to the Boards, SLT, Governance and Organisation Business Manager, Executive Assistant, PA to the Co-Executive Directors and Project Managers as needed.
- Provide administrative support at cross-organisational and departmental meetings (including online access, note taking etc.).
- Support with organisational, Board and Project Management diary management, including scheduling meetings and managing clashes.
- Help organise and support organisational away days.
- Keep the Governance and Project Management Teams' administrative and other tools and systems up to date to help the Boards and SLT govern and lead Friends of the Earth effectively and to support high performance across the organisation.
- Support efficient governance record keeping, including the organisation's Governance Manual.
- Support high-quality reporting to the Board, donors and other stakeholders, including gathering and collating data and other information.
- Book travel for Directors, Board members and Trustees.
- Process Director, Board member and Trustee expenses.
- Deal with Director, Board member and Trustee subscriptions.
- Collate files and print papers as required.
- Provide coordination and administrative support to Directors' direct reports and departmental and team meetings.
- Undertake other duties and responsibilities as may be required and subject to workload.

You will also need to be aware of and follow Friends of the Earth policies and procedures, with particular attention to safeguarding, equality, diversity & inclusion, and our values.

Person specification

Essential:

- Excellent organisational, administrative and time management skills.
- Excellent attention to quality, detail and agreed outcomes.
- Ability to prioritise in a fast-moving environment.
- Strong professionalism and experience of discretely handling confidential and sensitive information.
- Forward thinking and able to communicate effectively with a wide range of people, including the most senior levels of the organisation.
- Excellent IT skills (Including MS Word, Excel, PowerPoint, Outlook, digital survey platforms and remote communications technology).
- Excellent written skills.

Desirable:

- Experience in working with executive management.
- Experience in project and/or event coordination.

Our Values

Ability to demonstrate, understand and apply our values.

Integrity – We demonstrate integrity throughout everything we do, internally and externally.

Impact – We make the biggest impact we can through good analysis and judgement, insight, feedback and focus.

Leadership – We motivate others through our individual and collective actions, our compelling vision, and our clarity on what work needs to be done.

Focus on Friends – To build our influence we put new and existing ‘friends’ at the heart of our work.

Accountability – We hold ourselves and other to account for our work and how we work.

Learning and Enquiring Mindset – We learn continuously, challenging our own assumptions and habits while expanding our horizons to enable us to improve the impact of our work.

Date approved	December 2021
Date reviewed	December 2021

Friends of the Earth staff are not permitted to hold office for political parties or stand as candidates for political parties. Staff should also seek permission from the Senior Management Team if they wish to hold a non-public facing official role in a political party. If this is an issue, please do raise this with us as soon as possible .

This job description is current as at the date shown above. In consultation with the post-holder it is liable to variation by the Director to reflect or anticipate changes, in, or to, the post and the organisation.

The job description gives an overview of the main responsibilities of the role. The day to day role will also involve any other duties and responsibilities, express and implied, which arise from the nature and character of the post.