

Friends of the Earth – Job Description

Job title	Governance & Organisation Business Manager
Reporting to	Co-Executive Directors
Team	Governance Team
Grade	D
Location	The Printworks, London
Line management	Governance and Performance Assistant, Executive Assistant

Purpose of the role

To lead the organisation’s Governance Team, helping to ensure that we are a well-governed and well-led organisation, that we plan effectively and that we strengthen a culture of accountability and performance.

This includes working across the Board, its Finance Committee and the Senior Leadership Team to deliver and improve key governance and organisational processes, as well as line managing the Executive Assistant and Governance and Performance Assistant (and working closely with the PA to the Co-EDs).

Key responsibilities and tasks

Governance management (~50%)

- Support the Chair and wider Board to ensure the best possible governance of Friends of the Earth, including compliance with legal requirements and best practice in areas such as charity finance, risk management, directors’ interests and safeguarding.
- Support internal and external governance reviews and support the Board’s development in the areas for improvement identified.
- Manage Board agendas and the production of timely, high-quality papers. Prepare relevant Board papers as needed, including in relation to the organisation’s quarterly reporting cycle, and ensure the timely production of well-drafted, Cabinet-style minutes where relevant.
- Ensure an effective system for managing matters requiring follow-up from Board, Finance Committee and SLT meetings, and implement a robust forward planning system aligned to the organisation’s broader timelines.
- Ensure efficient governance record keeping and manage the organisation’s Governance Manual, including drafting policies and procedures for Board approval and implementing them as necessary.
- Ensure that the governance needs of any further Committees or Board working groups are accounted for.
- Manage the logistics of Board nominations and recruitment and ensure that high-quality inductions for new Board members take place and are evaluated.
- Manage and attend annual Board away days, which are usually out of London.
- Manage the Board’s learning & development, ensuring training provided reflects recent skills audits and the Board’s priorities.

- Manage communications between the Board and staff, community groups and other external stakeholders and ensure that the Boards are involved in relevant FOE events.
- Provide charity governance support to the Friends of the Earth Charitable Trust Board and liaise with the Trust Director as required.
- Ensure effective administrative and other tools and systems to help the Board and SLT lead Friends of the Earth effectively.
- Be the clear organisational lead for governance and SLT forward planning, including supporting colleagues to work with SLT and supporting the communication of SLT decisions and steers.

Effective team leadership (~25%)

- Provide high quality line management to other members of the team.
- Lead the team through work planning processes, setting, monitoring and evaluating annual objectives.
- Maintain an agile way of working within the team to ensure (as far as possible) absences and capacity can be managed effectively.

Risk Management (~10%)

- Lead the Risk Management process so that the organisation is aware of external and internal risk factors, considers emerging risks and understands the Board's risk appetite in different areas.

Organisational effectiveness (~15%)

- Lead the team to coordinate organisational meetings, away days and workshops, including supporting those that are facilitating such sessions.
- Support the Director of Finance & Operations in completing company secretarial tasks.
- Manage the organisation's regular staff pulse surveys and co-ordinate the process for identifying and implementing improvements to organisational culture.

Behaviours and expectations

This would suit someone who thrives on a fast paced, mission driven working environment and has a demonstrated passion for administrative and procedural excellence. Ideally the person would have senior level administrative experience within a Governance environment. In addition to aptitude, the person will also need to have the right attitude. They must be highly organised, proactive, adaptable, a team player, willing to embrace an evolving role, comfortable working in an organisation undergoing change, confident working closely with senior level people and with the following attributes:

Person specification

Essential

- Experience of providing executive management support to senior leaders and Boards, including driving improvements
- Experience of Charity and Company Governance regulations
- Experience of leading risk management processes

- Exceptional organisational and planning skills and the ability to exercise sound judgement and prioritise effectively, including on behalf of others, in line with organisational strategy
- Takes responsibility and plays a part in decision making with and on behalf of senior leadership
- Forward thinking and shows initiative
- Is able to communicate effectively with a wide range of people, including the most senior levels of the organisation and external stakeholders
- Strong attention to detail and strong focus on achieving agreed outcomes
- Able to multi-task, work independently and be energised by change
- A ‘can do’ and proactive approach to problem solving
- Excellent project management and IT skills
- Excellent written skills and proven expertise in taking and drafting Board minutes

Desirable

Experience of governance within a dual structure organisation

Date approved	March 2020
Date reviewed	June 2022

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.