

Friends of the Earth – Job Description

Job title	Governance and Performance Officer
Reporting to	Governance Manager
Team	Governance
Career stage	Band E
Contract	Fixed Term maternity cover
Location	London Hybrid
Line management	None

Purpose of the role

To provide administrative, logistical and coordination support to the Boards, the Senior Leadership Team (SLT) and Governance Manager, helping to enable the effective governance and leadership of Friends of the Earth (0.7 FTE).

To provide administrative, logistical and coordination support to the Project Management Team (0.3 FTE), helping to enable high performance across the organisation.

Key responsibilities and tasks

- Provide administrative, logistical and coordination support to the Boards, SLT, Governance Manager and Project Managers, (including deputising for the Governance Manager on governance matters when required), keeping administrative tools and systems up to date to help the Boards and SLT govern and lead Friends of the Earth effectively, supporting high performance across the organisation.
- Support Board and Trustee liaison and engagement in activities (communications, training, events, staff engagement, etc).
- Provide support for organisational compliance activities to ensure Friends of the Earth meets legal and regulatory requirements.
- Manage Campaign Strategy Group meeting logistics, calendars, and minutes, and following up on actions and decisions made in and outside of meetings.
- Provide governance support at cross-organisational meetings (e.g. H&S Committee, Data Governance Board, Safeguarding Committee) including drafting agendas, preparing minutes and following up on actions.
- Support high-quality reporting to the Boards, Campaign Strategy Groups and other stakeholders, including gathering and collating data, and coordinating reporting cycles and evaluations.
- Process Board member and Trustee travel, expenses, and subscriptions, and other team finances as required.
- Help coordinate organisational away days and other cross-organisational events as required
- 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 understanding 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 others 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	July 2025

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.