



## Role description

Post:	Governance Co-ordinator
Location:	Homebased (with monthly meetings in London)
Contract type:	17.5 hours a week
Contract length:	Permanent
Reports to:	Governance Manager
Grade:	7
Line Manages:	N/A

### Job Purpose:

The Governance Co-ordinator role will provide proactive, high-level administrative support to the CEO, ensuring sufficient management of their schedule, correspondence, and multiple priorities by using their organisational skills and discretion. The role holder will support the CEO in the administration of governance/secretariat priorities within SCIE, working closely with the Governance Manager to achieve this, providing secretarial support to the SCIE Chair and Board of Trustees, and the Senior Leadership Team where necessary.

### Main Duties

1. Act as the CEO's primary point of contact, managing communications with both internal and external stakeholders, ensuring timely follow-ups on actions and priorities.
2. Manage the CEO's calendar of internal and external meetings, appointments and events, resolve diary issues and make travel and accommodation arrangements for the CEO, as required.
3. Liaise with appropriate stakeholders to ensure the CEO is briefed in advance of external meetings or events.

4. Process expense claims, invoices and other financial documentation on behalf of the CEO, working closely with the Finance Team.
5. Provide administrative support to the CEO, including handling correspondence and preparing reports and papers.
6. Manage confidential and sensitive information with professionalism and discretion.
7. Work with the Governance Manager and SLT to coordinate and maintain the SCIE Corporate Activity Planner.
8. Liaise with Board members, SLT, and other colleagues on behalf of the CEO, as required.
9. Work with the SLT to organise venues and catering for internal meetings and events, including liaison with providers, handling of quotes, invoices and payments in line with SCIE policies.
10. Provide general administrative support, as required.

**General responsibilities:**

1. Embrace diversity and share in our commitment to equality of opportunity and to eliminating discrimination.
2. Have fun and challenge yourself at work, model the charity's values and abide by our policies and practices.
3. Show a clear commitment to working with people with lived experience in a sensitive and non-judgmental way to facilitate positive working relationships.
4. Work flexibly and positively contributing to good team working and the delivery of the SCIE's objectives through matrix working.
5. Other tasks as may be required, commensurate with the level of the post

**General Comment**

This job description describes the principal purpose and main elements of the job. It is a guide to the nature of the main duties as they currently exist but is not intended as a wholly comprehensive or permanent schedule of tasks.

## PERSON SPECIFICATION

<b>1</b>	<b>Aptitude/abilities/skills</b> <ul style="list-style-type: none"><li>• Excellent organisational and time-management skills, with the ability to multitask effectively</li><li>• Ability to take clear, concise and succinct meeting minutes and actions, tracking actions to ensure deadlines are not missed</li><li>• Strong IT skills, particularly Microsoft Office packages and a good understanding of spreadsheets</li><li>• Excellent verbal and written communication skills, with the ability to deal confidently with a range of people at all levels</li><li>• Ability to remain focused and effective when faced with competing demands in a busy environment</li><li>• Ability to build and maintain good working relationships with colleagues across the organisation in a remote working environment</li><li>• Ability to prioritise and manage own workload to meet deadlines</li><li>• Ability to work calmly and under pressure</li><li>• Strong problem-solving skills and a proactive approach to overcoming challenges</li></ul>
<b>2</b>	<b>Experience</b> <ul style="list-style-type: none"><li>• Proven experience in governance, committee servicing or executive support</li></ul>
<b>3</b>	<b>Personal characteristics</b> <ul style="list-style-type: none"><li>• Professionalism, discretion and attention to detail</li><li>• A team player who is comfortable being self-directed as well as delivering remote support to colleagues as part of a wider team</li></ul>
<b>4</b>	<b>Desirable criteria</b> <ul style="list-style-type: none"><li>• Knowledge and understanding of the Charity sector</li><li>• Experience of using board pack software</li><li>• Operational knowledge of CRMs, such as Salesforce</li></ul>