

**BRITAIN YEARLY MEETING**

**JOB DESCRIPTION**

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| **JOB TITLE:** Governance Development Co-ordinator  **REPORTING TO**: Governance Manager  **LINE MANAGES:**  Governance Projects Support Officer  **CONTRACT:**  Fixed Term (3 Years)  **DEPARTMENT:** Quaker Church Affairs  **LOCATION:** Based at our offices in London (NW1) or Leeds (LS2) or at home if you live outside London. London-based staff can work at home some of the time by agreement.  **DATE**: April 2024 |

**Job Purpose**

BYM is undertaking a number of governance development projects over the next three years. This role is to ensure this work is planned and delivered effectively.

This role is part of the Quaker Church Affairs team which supports the effective governance of BYM the charity, working towards simple, sustainable and more inclusive structures and practices to meet the aim of a simple church supported by a well-governed charity.

**1. Key Accountabilities & Main Tasks**

**Research, Design and Implement New Governance Systems and Processes**

Support the Governance Manager and the QCA team to scope, project manage and deliver key elements of our 3-year governance development plan. Examples include:

* Developing and implementing a policy register, embedding a tracking and monitoring system.
* Developing and implementing new committee training processes to support our committees, including online training and resources, document templates, and guidance.
* Developing and implementing a new committee portal for board and committee members to access their papers and resources and support collaboration.
* Removing barriers to committee service and supporting a more inclusive and diverse governance structure.
* Rationalising and transferring electronic governance files between IT platforms.

**Identify Further Development Challenges and Opportunities**

* Support the Governance Manager to review and maintain national governance structures across BYM, working towards the aim of a simple church, supported by a simple charity.
* Collaborate with colleagues and external stakeholders to consider improvements and develop better governance practices across the organisation, working towards modernising and simplifying our processes.
* Identify and explore potential tools and resources to better support our work.

**2. Intellectual Demands**

* Ability to scope, monitor and deliver time-limited projects, ensuring deadlines are met.
* Ability to manage a varied portfolio of projects at varying stages of development.
* Ability to maintain and improve administrative systems.
* Ability to support organisations through change.
* Conversant with developments in new technology, and able to suggest creative improvements to working practices.
* Ability to collaborate with others and maintain constructive working relationships.
* An instinctively ‘customer-focused’ and problem-solving approach.
* Ability to act with diplomacy, and to maintain confidentiality in relation to sensitive information.
* A high standard of written and spoken communication.
* A high level of attention to detail.
* Ability to work quickly, creatively and accurately, including under pressure.
* Ability to modernise established processes.
* Ability to work flexibly as part of a team, and to work on own initiative
* Ability to recognise and develop potential in others.

**3. Judgment**

The post-holder will be supported and supervised in their work. However, they will need to work on their own initiative and make judgements including:

* Planning their own workload, setting deadlines, schedules, communication plans, prioritising tasks, and being self-directed within the team’s work plan.
* Identifying risks and proposing mitigations.
* Acting with discretion and respecting confidentiality.
* Knowing when to escalate to line manager before acting.
* Delegating appropriately and effectively to make best use of administrative support.
* Supporting, challenging and enabling the Governance Projects Support Officer to succeed in their role.

**4. Use of Resources**

* Handling confidential information according to BYM policies.
* Using a range of established and new IT resources to gather and record information and provide timely, accurate and meaningful reports for colleagues and stakeholders.

**5. Communications**

**Internal – 70%**: Liaison with staff across BYM who support governance.

**External – 30%**: Liaison with suppliers, project delivery partners and other stakeholders.

**6. Physical Demands & Co-ordination**

The post makes no unusual physical demands.

**7. Working Conditions and Emotional Demands**

35 hours per week, spread over 5 days to include Tuesdays (core team day). Some work out of normal office hours, including evenings and occasional weekends may be necessary to enable collaboration with external stakeholders. Time off in lieu is available.

**OTHER RESPONSIBILITIES:**

* To undertake duties and responsibilities commensurate with the post.
* Responsible for ensuring that BYM’s Safeguarding Policy is adhered to in all aspects of the role.
* Responsible for ensuring that BYM’s Equal Opportunities Policy is adhered to in all aspects of the role.
* Responsible for ensuring that BYM’s Health & Safety Policy is adhered to at all times.
* Responsible for ensuring that BYM’s commitment to sustainability is adhered to in all aspects of the role.
* Responsible for ensuring that Britain Yearly Meeting’s Staff handbook is adhered to at all times.

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**PERSON SPECIFICATION**

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| **Job Title:** Governance Development Co-ordinator  **Department:** Quaker Church Affairs  **Date:** **April 2024** |

**ESSENTIAL KNOWLEDGE**

* Knowledge of project management approaches, for example agile and waterfall processes.
* Understanding of governance.
* Knowledge of administrative processes.
* Knowledge of a range of digital solutions for data management and administration.

**ESSENTIAL EXPERIENCE**

* Practical experience of project management within an organisation of similar scale and complexity.
* Practical experience of a range of digital resources.
* Embedding new tools and processes within an organisation.
* Ensuring regulatory compliance as necessary, for example with GDPR.
* Experience of collaborating with others using high-level functionality within Microsoft Teams, Office 365, Outlook, Excel, Word and internet.
* Working with others to a common goal.
* Forward planning and monitoring work programmes and keeping to deadlines.

**ESSENTIAL SKILLS**

* Problem-solving skills and a positive approach to challenge and change.
* Strong administrative and organisational skills.
* Excellent verbal and written communication in English, including the ability to handle sensitive matters with tact and diplomacy.
* Highly developed people/customer service skills, with excellent attention to detail.
* Strong Microsoft Teams, Office 365, Outlook, Excel, Word and internet usage skills.
* Willingness to learn.
* Ability to work flexibly as part of a team and on own initiative.

**DESIRABLE**

* Understanding of charity governance.
* Understanding of and sympathy with Quaker values and ethos.