

Governance and Executive Officer

£43,800-47,800 per year

Join Our Dynamic Corporate Services Team!

Do you have excellent executive assistance skills and experience and would like to contribute to a global sustainability platform?

As the Governance and Executive Officer, you will work closely with the CEO and Director of Corporate Services, providing strategic analysis, coordination, and executive support to ensure smooth and efficient internal operations.

You will contribute to the effectiveness of Bonsucro's governance through efficient coordination of Board meetings and process oversight. The role will also involve conducting strategic research and analysis to inform corporate strategies and policies.

The Governance and Executive Officer will assist the CEO prepare for impactful public engagements, corporate events, and key meetings and liaise across departments to drive initiatives, ensuring seamless communication and project delivery.

The ideal applicant will have significant previous experience providing high level administrative support to senior staff, ideally in a small to medium-sized not for profit organization. They will bring great attention to detail, their own initiative to move things forward and an ability to innovate to achieve a smooth running of the executive and corporate services functions.

Key Responsibilities:

- Provide services supporting the governance of Bonsucro through monitoring internal governance processes, organisation of quarterly meetings of the Board of Directors and preparation of associated documents and minute-taking
- Conduct desk research and provide analytical insights to assist in the development of corporate strategies and policies.
- Assist the CEO's preparation for public engagements, meetings, and corporate events, ensuring that they are well organised and informed for high-impact interactions.
- Act as a liaison between CEO and departments, ensuring smooth communication and timely delivery of tasks or inputs needed from various units.
- Coordinate and/or deliver key initiatives or special projects that fall under CEO or Director of Corporate Services purview, ensuring they align with the strategic objectives.
- Provide support to the Secretariat, Board, and their committees by organising meetings and preparing accurate, concise minutes.

Person Specification

Essential criteria

Substantial experience in a similar role, ideally providing high level administrative/ governance/ secretariat support to senior staff in an not for profit setting

Excellent organisational skills and proven ability to work with multiple priorities

Strong attention to detail

Proficient user of MS Office, especially PowerPoint and Excel and able to use other systems, such as CRM, etc

Familiarity with online communications tools (e.g. Teams, Zoom, etc.)

Strong ability to work independently and demonstrated initiative to deliver reliable services

Comfortable working in an international environment with appreciation of cultural differences

Able to find innovative solutions to ensure efficiency and effective delivery of duties

Interest in sustainability

Desirable

Language skills in Spanish or Portuguese

How to apply

Deadline for applications is 18 November with first interviews starting from 11 November, so early submission is strongly recommended.

Submit your application here: <https://hr.breathehr.com/v/governance-executive-officer-38116>