

Job Description

Job Title: Governance & Safeguarding Coordinator

Job Location: Haywards Heath, UK

Reports to: Controller of Governance and Assurance

Responsible for: Not applicable

Department: OP&F

Job Purpose

The Governance & Safeguarding Coordinator will assist the Controller of Governance and Assurance and the Global Head of Safeguarding in the coordination of governance and safeguarding systems, processes and frameworks. They will manage a portfolio of administrative responsibilities, including supporting key safeguarding stakeholders, Sightsavers global boards, as well as working with UK Board and sub committees, ensuring that they are provided with a comprehensive and efficient support service, enabling them to discharge their roles. This includes developing agendas, preparing papers and reports and taking minutes. The Governance & Safeguarding Coordinator will support on organisational training activities and the management of training records. It also involves working closely with all OF&P management, PS2 and other stakeholders.

Principal Accountabilities

1. Board Administration – coordinate and facilitate the smooth running of all meetings
 - Preparation of agendas, papers, minutes and their circulation for meetings.
 - Booking teleconferences and venues, notifying participants of date and time and providing them meeting details.
 - Liaising with partner organisations on coordinating bookings, accommodation and logistics for physical and hybrid meetings
 - Attending meetings, taking accurate minutes and circulating these in a timely manner as required.
 - Maintaining records of recommendations, resolutions and actions agreed upon.
 - Monitoring board member terms and renewals/retirements and manage the documentation of their appointments, renewals and retirements.
2. Planning and Coordination
 - Identifying suitable dates, checking availability of Board, Committee, and Executive members.
 - Scheduling the meetings and ensuring that the specific constitutional conditions of the relevant boards are met.
 - Provide administrative support to the Safeguarding team on record keeping and meetings.
 - Monitor and manage the shared compliance and governance mailboxes and calendars in line with agreed procedures.
3. Trustees
 - Arranging and scheduling Induction sessions for new Trustees.
 - Providing a main point of administrative contact.

- Managing the shared Trustee folders.
 - Ensure that internal records for Trustees are up to date, including ID documentations and conflict of interest declarations.
 - Ensuring that the Trustee details and biographies on the website are current.
 - Maintaining contact details directory and other records.
 - Supporting to organise meeting and updates for the safeguarding lead on the board of Trustees.
4. Insurance
- Coordinate and assist with the renewal and procurement of Sightsavers Group insurance policies, including life, medical, travel, liability and premises insurance.
 - Manage the record keeping associated with Sightsavers' insurance policies and any associated claims.
 - Act as a central contact and manage any insurance claims or enquiries into Sightsavers' insurance policies.
5. Governance and risk management
- Support the Human Resources, Safeguarding and Governance teams to strengthen Sightsavers safe recruitment practice.
 - Coordinate, update and maintain project and global risk registers for Sightsavers (safeguarding and whistleblowing).
 - Developing and maintaining the Governance team filing system, registers and other essential central information sources.
 - Managing the renewal of Sightsavers US entities' State Registrations, to ensure that statutory requirements are met.
6. Communications
- Manage and review visual aids on safeguarding, including posters and videos.
 - Acting as a liaison with stakeholders, including Trustees, national board members, members of the senior management team, other staff, partner organisations and external professionals.
7. Incident management
- Support the management of the safeguarding mailbox for Sightsavers.
 - Attend and support the safeguarding team in incident management meetings, when requested.
 - Support on incident management, analysis and lessons learnt.
8. Training
- Organise training on safeguarding, including annual training for designated safeguarding leads.
 - Coordinate the onboarding for new Designated Safeguarding Leads.
 - Review and update training materials on GOMO, our online training platform, for all staff and trustees.
 - Manage and maintain an up-to-date record of organisational safeguarding training, onboarding, and inductions.

The principal accountabilities are not meant to be an exhaustive list of tasks. The need for flexibility is required and the job holder is expected to carry out any other related duties that are within the employee's skills and abilities whenever reasonably instructed.

Travel in the UK and abroad will likely be required.

This role will be line managed by the Controller of Governance and Assurance and report in a dotted line matrix to the Global Head of Safeguarding. The role will dedicate 50% of the time to Governance support and 50% to Safeguarding support. Dedicated days will be allocated to manage the two functions.

The jobholder will be required to communicate workloads, deadlines and priorities to colleagues and manage their time across all areas of responsibilities.

Jobholder Entry Requirements - *the essential knowledge, skills and behaviours required*

Knowledge (Education & Related Experience):

- Experience within an organisation in a relevant field such as governance, safeguarding, compliance, legal, finance etc.
- Experience implementing organisational policies and procedures
- Experience working with a wide range of stakeholders
- A practical understanding of safeguarding and how to create safe environments (desirable not essential)

Skills (Special Training or Competence):

- Excellent written communication
- Excellent administration, including letter, email and report writing and presentation
- Strong verbal communication
- Manage confidential and sensitive information
- Analytical approach with excellent attention to detail
- The ability to follow issues through to completion
- Effective time management
- Ability to work with minimal supervision, prioritise work to meet deadlines by working well with other team members
- An understanding of and commitment to equality of opportunity for disabled people
- Experience with Microsoft Office products

Core Behaviours:

- Communicating
- Information management
- Learning and team working
- Planning and organising
- Change and improvement
- Delivery and implementation

Key Relationships

Internal

- Global Head of Safeguarding
- Controller of Governance and Assurance
- Senior Compliance and Legal Manager
- Governance and Compliance Manager
- Governance and Assurance Officer
- Chief Operating Officer
- Chief Executive Officer
- Information Security Manager
- General Counsel
- IT, UK and International Fundraising, Policy/PS2, Programmes, Finance Planning & Operations