

Job Description

Title:	Governance and Office Administrator
Contract type:	Fixed Term, 9 months full time
Responsible to:	Head of Governance
Location:	Home-based / London
Key Working Relationships:	<ul style="list-style-type: none">• Other staff within the Governance and Events Team• Chief Executive and Deputy Chief Executive• Members of the Senior Management Team• Youth Leadership Lead• Members of the World Board and WAGGGS committees.

Job Purpose

This role has two key functions:

- The prime purpose of this role is to provide administrative support to the Head of Governance in driving high standards of charity and company governance across the organisation, including the other entities within the WAGGGS group (60%).
- Second, is supporting the Chief Executive with basic diary management and office project management (40%).

Key Responsibilities:

1. **Administrative support for Board and Committee meetings:** assist in the planning and execution of Board, committee, and entity meetings by:
 - Managing the governance calendar, communicating meeting dates and deadlines for papers.
 - Coordinating the distribution of agendas and papers.
 - Attending meetings as required and preparing clear and accurate minutes.
 - Booking meeting rooms and making travel and accommodation arrangements
3. **Support the 2025 Governance Review:** Work closely with the Head of Governance to provide administrative assistance for the organisational Governance Review, including facilitating consultation with Member Organisations and key stakeholders, and assisting in document development.
4. **Administration of committee nominations:** Administer the nomination process for Regional Committees, including arranging interviews with candidates and contributing to the development and design of key documentation.
5. **Awards Support:** Assist the volunteer Awards Lead with processing award nominations, maintaining accurate records, and supporting the triennial Olave Awards process.
6. **Induction Process Development:** Assist in the design and implementation of a comprehensive induction process for Board and Committee Members.
7. **External Supplier engagement:** Communicate with external suppliers for services (e.g., document translation), and create purchase orders using the online system.
8. **Maintain Governance webpages and mailing lists:** Ensure that governance-related webpages and mailing lists across various WAGGGS platforms are regularly updated.
9. **Support Governance Process Improvement:** Contribute to the ongoing enhancement of governance processes, ensuring proper document maintenance, and efficient file management.

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10. **Administrative Support to Executive Team:** Provide occasional administrative support to the Chief Executive and Deputy Chief Executive as required.
11. **Proactively provide administration support to the Chief Executive and Deputy Chief Executive:** Management of their diaries, undertake travel bookings, respond to enquiries professionally and promptly and managing meeting arrangements.
12. **Coordinate and support key office projects:** Coordinate a few discreet projects for the Chief Executive relating to the office including management of outsourced contractors, ensuring the relevant teams and personnel are informed and involved.
13. **Personal Development and Training:** Be responsible for, and able to evidence, own personal development by undertaking relevant training, attending meetings, conferences and events ensuring that you are updated in all matters relevant to the role within your Personal Development Plan agreed with your manager.

Applicants must have the right to work in the country they are based in.

Person Specification

Area:	Essential:	Desirable:
Qualifications:	<ul style="list-style-type: none"> • Proven experience in an administrative or governance-related role 	<ul style="list-style-type: none"> • Administration qualification
Experience:	<ul style="list-style-type: none"> • Experience of working with different stakeholders • Experience of working with staff across cross-functional teams • Experience of devising and maintaining systems and records in a governance or committee environment. 	<ul style="list-style-type: none"> • Experience of working with volunteers • Experience of working in an international NGO or membership organisation
Skills and Knowledge:	<ul style="list-style-type: none"> • Excellent written and verbal communication skills. • Experience providing EA support. • Excellent MS Office skills. • To be flexible and resilient and balance conflicting priorities • Strong inter-personal and communication skills and ability to relate to people across many cultures • Excellent time management and organisational skills • Proficiency in minute- taking 	<ul style="list-style-type: none"> • Knowledge of UK Charity legal context • Knowledge of governance principles and procedures is an advantage. • Experience of working closely with senior managers, trustees and/or committee members.
Personal Qualities:	<ul style="list-style-type: none"> • A proactive, team-oriented approach with the ability to manage sensitive and confidential information. • Meticulously organised with impeccable attention to detail • Able to work on own initiative • Highly organized and able to prioritize competing tasks effectively. 	
Other Requirements:	<ul style="list-style-type: none"> • Fluent in spoken and written English • Willingness, when required, to work flexible hours, occasional weekends or evenings in support of meetings/conference calls, as required. 	<ul style="list-style-type: none"> • Spoken and written Arabic, French and/or Spanish
Working for WAGGGS:	<ul style="list-style-type: none"> • Able to demonstrate a commitment to and be a role model for WAGGGS' organisational values of: Member Driven; Brave; Inclusive; Empowering; Transparent; Professional. 	<ul style="list-style-type: none"> • A passion and commitment for issues affecting girls and young women on a global level • Demonstrable ability to engage with girls and young women, either through a professional or personal background.