



## Job Description

<b>Role Title</b>	Governance and Reporting Officer
<b>Department</b>	Strategy, Insight and Portfolio
<b>Responsible to</b>	Governance Manager
<b>Job Level</b>	Band 5

### Summary Purpose

The Governance team is the central point of contact for NFCC for any governance related matters, as well as acting as a critical friend to challenge and scrutinise to ensure that NFCC are adhering to processes and providing information in a timely manner for internal and external reporting to internal boards and the Home Office.

As a Governance and Reporting Officer you will be responsible for ensuring that regular reporting and governance cycles are planned for and adhered to, producing regular updates on performance across NFCC to internal and external stakeholders, ensuring consistent and accurate content as well as responding to ad-hoc requests for information. You will be the main source of communication between NFCC and the Home Office for day to day grant-related queries and facilitation of grant review meetings.

The post-holder will provide support to NFCC on delivering all aspects of governance and providing expertise and support in Grant management and performance reporting.

### Key responsibilities / level of accountability for delivery

The following degree of risk exists within this role:

- Financial
- Reputational
- Operational

The role does not require a specific Subject Matter Expert

The role requires presenting NFCC performance and progress to key stakeholders and our largest funders.

No line management or budget responsibility.

The post-holder will be part of a team supporting the wider Governance Team to deliver their business plan and to provide assurance to NFCC leadership.

This role allows for personal time management and space for innovation and developing reporting and templates.



## Grant Management

- To facilitate discussions between NFCC and Home Office to align priorities and produce deliverables and measures of success for areas that will receive grant funding.
- To establish grant agreements and ensure we stay compliant. Ensuring all supporting documentation is in place and up to date.
- Coordinating the HO grant reporting ensuring compliance with governance and reporting requirements.
- To act as the first point of contact for internal and external stakeholders regarding grant management.
- Monitoring delivery of the grant purpose and any additional grant funded activity.
- To lead in the production of concise, relevant, and timely updates and responses relating to the delivery of objectives relating to Home Office grants.
- To lead in the coordination of performance reporting against NFCC's Corporate Strategy.
- Working closely with colleagues, particularly in the Portfolio Management Office to ensure a consistent and joined up approach in governance and reporting.
- Contribute to the development of the NFCC's annual planning cycle, working collaboratively with PMO to align grant deliverables and measures of success to those detailed in the internal business plans.

## Reporting

- To lead on the reporting arrangements by ensuring all relevant stakeholders are aware of reporting deadlines and providing them with the necessary support and advice in preparing and dispatching reports. Reviewing and providing assurance on the content, editing the format, and liaising with colleagues to ensure there is adequate detail while maintaining a high level of accuracy and attention to detail.
- To lead in the production of NFCC's Trustees Annual Report to support our statutory obligation as a charity.
- Ensuring that regular reporting and governance cycles are planned for and adhered to, producing regular updates ensuring consistent and accurate content as well as responding to ad-hoc requests for information.

## Governance Support

- Input into Business and Strategy Planning
- To support governance processes within the organisation and provide support via a business partner approach
- Work collaboratively with colleagues to identify any new working practices required to deliver a secure organisation that handles data in line with GDPR, by managing information sensitively and confidentially, including supporting and advising on the completion of Data Protection Impact Assessments, processing SARs etc.



- To maintain an awareness of all aspects of legislation, national guidance and policy relating to working as a charity as well as general governance
- Work flexibly within the governance team as and when required, covering other roles when necessary

### Communication

- Identify and lead the development of new governance systems and processes
- Building and maintaining good working relationships with key stakeholders including the Director of Strategy, Insight and Portfolio, Programme Managers, Project Managers, Home Office, CEO and wider NFCC colleagues across the organisation
- Provide guidance and coaching support on governance, reporting and data protection.
- Participate annually in identifying, developing, and agreeing your own Personal Development Plan with your Line Manager

### Key outputs including typical timeframes

- Quarterly and annual reports
- Strategic planning (grant plans, business plans and grant agreements)
- Day to day support with grant performance monitoring and reporting
- Fortnightly meetings with HO to build relationship and ensure governance of grants

### Key Relationships

Advising, influencing and negotiating internally at all levels, often managing upwards.

Supporting senior managers in reporting and preparation for meetings. Coordinate, scrutinise and challenge reporting internally.

Relationship management internally and externally. Key stakeholders are listed below:

- NFCC Budget Holders and Delivery Leads
- NFCC SLT
- HO Grant Management Team
- HO Policy Leads
- NFCC Finance
- NFCC Comms
- NFCC Portfolio and Planning
- Admin and Secretariat

### Education, Qualifications, Experience

- English Language and Math's pass GCSE (E)



- Degree or equivalent experience (E)
- Project / Programme Management Qualification (D)
- Experience of applying and creating governance principles in practice. (E)
- Experience of drafting a wide range of reports with an ability to summarise a complex set of facts, clearly, accurately, and succinctly to a wide audience. (E)
- Experience in developing and maintaining robust plans and tools for improving the governance and/or reporting functions. (E)
- Experience in minute taking and maintaining accurate records of responses and actions taken against recommendations from meetings.(E)
- Experience of working in a charity governance environment (D)
- Experience of basic budget/ finance management (D)
- Understanding of governance processes and issues (E)
- Excellent oral and written communication skills are essential with the ability to adapt style and tone for different audiences. (E)
- Excellent organisational and time-keeping skills are required in this role with the ability to effectively balance a number of briefing, reporting, and management responsibilities. The ability to work to tight timescales, managing your priorities and ensuring delivery of quality products is essential. (E)
- Ability to convey complex information to a variety of staff groups (E)
- Able to maintain good working relationships with all levels of staff (E)
- Experience of Microsoft365 Applications, including Word, Excel, Teams, and SharePoint
- Ability to work on own initiative (E)
- Ability to deal with problems quickly and effectively and identify solutions (E)
- Ability to challenge, influence and negotiate (E)
- Ability to analyse technical information and formulate reports clearly and accurately (E)
- Excellent attention to detail (E)
  
- Proven capability in building and maintaining stakeholder relationships with a wide range of organisations and people (E)
- Knowledge of the reasons for having an equality policy and why it is observed in all areas of work and behaviour, and an understanding of one's responsibility regarding the policy. (E)

### Behaviours and Values

- All Corporate Values – particular emphasis on integrity
- Ability to work with and engage with staff at all levels (E)
- Able to demonstrate high levels of integrity, confidentiality, and reliability (E)
- Ability to organise own workload (E)
- Ability to occasionally travel (D)