

Position vacancy

Governance and Compliance Manager

Location: Bristol or London, UK

Our UK flexible working policy requires a minimum of 2 days per week attendance in the office as well as travel to other offices or to any other Blue Ventures locations when required.

Contract status: Global post, full-time

Start date: As soon as possible

Contract duration: Permanent

Remuneration: circa £45,000 gross per annum

Salary Band: Manager

Reports to: The Chief People Officer and the Chief Finance Officer

We rebuild tropical fisheries with coastal communities

Blue Ventures is a marine conservation organisation that puts people first. We support coastal fishers in remote and rural communities to rebuild fisheries and restore ocean life. Our work began two decades ago in Madagascar's remote coastal communities and is growing globally.

Across a dozen countries, we're partnering with traditional fishers and community organisations to design, scale, strengthen and sustain fisheries management and conservation at the community level. We bring partners together in networks to advocate for reform, and share tools and best practices to support fishing communities across the globe.

Summary job description

This new role will lead Blue Ventures' arrangements for governance and coordinate corporate and legal compliance across the organisation. The position will work with the trustees and senior leaders as a trusted advisor, providing day-to-day coordination and oversight of all governance bodies, meetings and working groups and ensuring efficient information flows between all boards and committees.

The successful candidate will support the Chief People Officer and the Chief Finance Officer as the principal adviser to the trustee Chair and Executive Director and the corresponding boards and subcommittees on all issues relating to corporate governance for Blue Ventures Conservation and our affiliate entities internationally. The role will also provide support to leadership convenings and will provide guidance on the correct and proper organisation and conduct of business and meetings.

Responsibilities

The following list reflects statutory governance obligations and best practices. This is not a comprehensive list, and the Governance and Compliance Manager will develop and implement a comprehensive Global Governance Plan.

Governance:

- Develop and implement an organisation-wide Global Governance Plan, ensuring the plan is embedded and effective
- Organise and facilitate and ensure good practice is met in meetings of governance bodies, and leadership teams.
- Act as the company secretary to Blue Ventures Conservation and the secretariat to the board and subcommittees for Blue Ventures Conservation, as well as the American Friends of Blue Ventures and other affiliate entities
- Coordinate the recruitment of trustees, non-executive board members, and advisors, ensuring that membership and recruitment align with Blue Ventures' commitment to equality, diversity and inclusion
- Support the training, briefing and orientation of trustees, non-executive board members
- In partnership with the Chief People Officer and the Chief Finance Officer, maintain any necessary statutory registers and ensure that formal documentation is filed with appropriate bodies, as required

Compliance:

- Support the Chief People Officer and the Chief Finance Officer to oversee all regulatory requirements, legal interactions, regulatory compliance, procurement, insurance and contracts
- Coordinate necessary regulatory and legal changes to support the development of the organisation including registrations in new countries
- Develop processes and systems effectively and efficiently, to support BV's expansion into new countries and geographies, minimising risks where possible.

- Develop strong working relationships with external partner organisations including external and internal auditors
- Interpret, analyse and proactively maintain knowledge of up-to-date statutory and regulatory requirements to ensure compliance with governance policies and procedures
- Manage the global compliance calendar ensuring requirements met and local teams are executing their responsibilities

Business Continuity:

- Develop and drive the delivery of Blue Ventures' business resilience strategy to ensure the organisation can respond to, manage and recover from disruptive incidents effectively and efficiently
- Lead the development, implementation, testing and management of Blue Ventures' business continuity policy and programme
- Develop and implement an annual training programme on, and test, Blue Ventures' business continuity strategy, plans and processes

General:

- Provide support and monitor performance and compliance with relevant procedures
- Act as a subject matter expert, supporting departments in relevant activities, providing guidance, support and training
- Monitor the external environment and provide regular updates on relevant topics and best practices to stakeholders across the business, including the leadership team and board
- Create guidance, training and communications for colleagues in required subject areas
- Support the Chief People Officer and the Chief Finance Officer with the coordination and organisation of internal audit activities as required.
- Undertake any other duties as appropriate to this role

Skills and Experience

Required

Qualifications

- Educated to degree level or qualified by demonstrable experience
- Evidence of a commitment to ongoing personal development and continuous professional development
- Holds or is willing to work towards a recognised qualification in Governance / Risk management
- Member of ICSA with substantial experience in governance and/or risk management or its equivalent

Knowledge

- Advanced knowledge, understanding and practical application of regulatory compliance and corporate governance and risk management in the nonprofit sector
- Knowledge and experience in a senior role in a non profit organisation
- Commercially aware and astute
- Experience working collaboratively across a business
- Able to work with complex information and detail whilst retaining focus on the wider picture
- Strong relationship management and experience of working with boards and senior leaders
- Exceptional team player, self-motivated and driven, with excellent interpersonal and communication skills
- Discrete and professional, with experience of working with highly confidential material

Experience

- Significant experience advising boards on matters of governance, risk, compliance and best practice
- Effective leadership, line management and direction to any assigned staff
- Advanced organisational skills and the ability to produce forward plans, consistently meet deadlines and simultaneously manage multiple tasks and handling competing demands
- Development and successful implementation of organisational policies and procedures
- Effective interpretation of complex legislation and regulations
- Influencing and advising senior leaders
- Working within a diverse workforce setting (desirable)
- Delivery of improvements to processes and ways of working
- Highly organised and able to work under pressure

Attributes

- Ability to cultivate strong professional relationships and work successfully in partnership with a range of stakeholders, including trustees and executive colleagues
- Ability to make the difficult simple with the skills to express complex multi-stranded concepts both verbally and in writing
- Ability and sensitivity to represent Blue Ventures in a diverse range of settings, including with field colleagues, partners and service providers
- High-level influencing and negotiation skills
- Confident in the ability to present information publicly using a variety of media in different settings
- Strong interpersonal, collaboration and stakeholder management skills.
- Sensitivity to the needs and feelings of others
- Track record of actively managing poor performance and executing a zero tolerance for misconduct
- A commitment to equality, diversity and inclusion.

You will be a great fit if

- You show a commitment to Blue Ventures' mission and values, evidenced by a high level of personal and professional integrity, humility and humanity.
- You demonstrate a strong bias for action and comfort with the uncertain; you are motivated to move forward, make decisions, and finalise details quickly once information is available.
- You've shown a willingness and ability to challenge the status quo creatively and productively.
- You have an analytical mindset and orientation toward measurement, outcomes and continuous improvement and learning. You value in others, and yourself, data-driven and consultative decision-making.
- You think critically and put a high value on offering and receiving constructive feedback and criticism.
- You're a natural relationship builder and have a proven ability to work collaboratively with others in a complex organisation, demonstrating professional curiosity, team building and facilitation skills. You enjoy collaboration and have a genuine interest in learning from and developing others.
- You're a people person who takes pride and pleasure in developing talent and creating safe, happy, productive and engaging workplace cultures and environments for staff at all levels and from varied backgrounds. You crave building teams, finding talent, nurturing relationships, and tackling challenging people-related issues.
- You are a passionate professional who combines strong leadership skills with patience and a humble approach.
- You're able to engage people's energies, hearts and minds in service of a mission. You use exemplary interpersonal skills to establish relationships of trust and influence
- You're detail-oriented and compliance-minded; you enjoy dotting i's and crossing t's
- You demonstrate excellent organisational skills, an ability to marshall resources, and continually improve systems and processes.
- You show self-motivation, flexibility, and the ability to work and thrive in a fast-paced, energetic, entrepreneurial environment.
- You're trustworthy in managing sensitive situations and information; you are discrete, professional, and possess excellent judgement
- You are comfortable with a playfully professional workplace culture.

We encourage applications from all individuals regardless of age, gender, race, ethnicity, religion or sexual orientation, and evaluate all candidates based on merit. We welcome candidates from countries in which Blue Ventures operates. We offer a supportive environment for professional development, as well as a competitive salary.

Gender equality and equity are key priorities for Blue Ventures and its mission to secure more sustainable fisheries management and conservation for communities. It is the responsibility of all employees to ensure that equal opportunities are available and accessible for all and that no one is excluded or further discriminated against due to the multiple identities they may hold, including sex, gender, age, ethnic origin, disability, religion or belief, socio-economic status or geographical location.

Blue Ventures is committed to safeguarding and promoting the welfare of young and vulnerable people and expects all members of staff to share this commitment. We take a zero-tolerance approach to anyone who contravenes our safeguarding and protection policies. All candidates will be asked questions on safeguarding and child protection.

Any conduct that prevents the promotion of equality and equity will be dealt with in accordance with BV's policies and procedures and we encourage all colleagues, partners, trustees and communities to report violations to our code of conduct via the email report@blueventures.org or [+44 7950 182475](tel:+447950182475).

This job description details the main duties and responsibilities for the position. However team members are required to show flexibility in their approach to work and be willing to undertake other tasks that are reasonably allocated to them but which are not part of their regular job description.

We are a mission-driven organisation, and senior staff in particular are expected to show willingness to adapt to unexpected changes that come with growth – this may include occasional work whenever or wherever requested by their line manager. Where any task becomes a regular part of someone's responsibilities, the job description will be updated in consultation with the team member.

Why work with us

Mission: We operate at the frontline of some of the world's most pressing environmental problems, innovating effective, equitable and scalable responses with coastal communities. We are recognised as a transformative force in our sector.

Working style: We're a fast-moving social enterprise, quick to embrace and implement promising ideas without bureaucracy.

Autonomy: We expect and support our colleagues to take a lead in their own work, offering scope for creativity and strategic input.

Professional development: We challenge and support our colleagues to grow their skills, providing considerable exposure to different work experiences and training opportunities.

Adventure: We offer extensive opportunities for travel, working in diverse environmental and cultural contexts.

Family: We look out for one another as we work closely together in challenging situations, celebrating successes and spurring each other on when the going gets tough.

Values: Our organisational values are central to everything we do:



Communities first

Above all, we listen to community needs, responding in a sensitive and pragmatic way for lasting benefits.



Passion & belief

Our mission is urgent and critical, we believe that our approach works, and we're determined to get the job done.



Valued people & effective teams

We work in diverse and inclusive teams where all members have a voice and influence.



Innovation & courage

We're resourceful and creative. We're prepared to take risks and challenge broken paradigms.



Openness & humility

We work in a transparent and collaborative way to share what we learn.



Grounded in evidence

We have high standards and aren't afraid to be self-critical. If something doesn't work, we change tack until we're on the right course.