JOB DESCRIPTION

Job Title	Senior Governance and Risk Advisor
Department	Governance and Risk
Reporting to	Head of Governance
Line Manages	N/A
DBS/Disclosure check requirement	Basic
Location	Avonmore Road, London W14 8RR (with hybrid working)

Our vision

Every older person can afford to live well.

Our mission

We stand with older people in financial hardship, offering urgent help today, and shaping a fairer, more secure tomorrow.

JOB PURPOSE

Reporting to the Head of Governance, the Senior Governance and Risk Advisor plays an essential role in supporting the organisation in delivering its mission by embedding strong governance, thoughtful and appropriate risk management and safe, ethical practices across all areas of our work.

This role enables confident decision-making at every level, ensuring that systems, processes and partnerships are not only compliant, but actively contribute to building trust. By connecting governance frameworks with day-to-day practice, this role helps build a culture where accountability, learning and continuous improvement drive meaningful change for the older people in financial hardship that we support.

KEY RESPONSIBILITIES

Risk Management

- Support colleagues to understand, record and manage their departmental risks and the risks in their plans. Lead the coordination of risk register reviews and the quarterly update of the corporate risk register.
- Support the annual insurance renewal and any retender by ensuring work starts in good time, gathering relevant data, checking documents and sharing certificates with colleagues.
- Compile the Quarterly Compliance Report, working with colleagues across the charity.
- Lead on ensuring that Business Continuity Plans are kept up to date and tested as appropriate.
- Support with delivery, management, and recording-keeping of compliance training.
- Carry out and report on internal assurance reviews and compile recommendations.
- Maintain the Assurance tracker of review and audit recommendations and remind colleagues of their actions and deadlines.

Procurement and Contracts

- Lead on procurement, supporting colleagues across the organisation to use the procurement system, making recommendations on the process they should follow, risk management and documentation required.
- Maintain the Contracts Register, ensuring new contracts are added and old ones archived.
- Carry out a review of the Contracts Register annually prior to the planning process to ensure colleagues are aware of contract expiry dates in good time to plan in new procurement.
- Support colleagues with contracts and fundraising agreements, carrying out an initial review and making recommendations to fundraisers and the Head of Governance, escalating any matters of concern and when legal advice might be required.
- Support colleagues to ensure that contracts and agreements are approved, with review from all appropriate parties, and signed at the appropriate level.

Governance

- Draw up the annual Board, Committee and SLT and Leadership Team meeting calendars.
- Arrange committee and other trustee meetings in liaison with committee chairs and other trustees.
- Work with the CEO's Executive Assistant to organise the Annual General Meeting, taking an active role in meeting logistics, and the accurate taking and timely circulation of the meeting minutes.
- Format, check and circulate Board committee papers as required.
- Take minutes of committee meetings as required (currently Governance and People, Delivery and Impact and Engagement Committees) and compile Matters Arising following all committee meetings.
- Organise meeting logistics for board and committee meetings.
- Support with trustee recruitment and induction of new trustees (and co-optees), including providing training on our document management system, Admin Control.
- Work with the Executive Assistant to ensure appropriate documents are accessible to trustees (and co-optees) through Admin Control.

Policies

- Support colleagues to ensure that policies are reviewed in a timely manner, are in the right format, and are approved at the right level.
- Maintain the Policies Register, ensuring new and updated policies are added and old ones archived.
- Support colleagues with communicating new and updated policies through publication on the intranet and recommending blogs and Fortnightly Briefings as necessary.

Safeguarding

- Act as the secretariat for the charity's Safeguarding Peer Group and Safeguarding Champions meetings.
- Act as liaison for safeguarding process queries and the referral of matters on to other colleagues.
- Maintain the safeguarding resources on the intranet, recommending improvements and updates.
- Support the communication and embedding of safeguarding matters, best practice changes and news across the charity through the intranet and other means as required.
- Maintain an archive of old safeguarding materials so the charity can demonstrate its previous good practice in the event of any claim.

General Responsibilities

- Embrace diversity and share in our commitment to equality of opportunity and to eliminating discrimination
- Model and embed Independent Age's values and behaviours.
- Share in our commitment to promoting welfare and safeguarding adults at risk of harm and any children or young people connected with them that we may come into contact with through our work.
- Ensure that information is obtained, used and stored in accordance with our Data Protection and Confidentiality policy.
- Undertake any other duties commensurate with the level of the role.
- Support the Head of Governance, Director of Finance and Governance, Information Governance Manager and CEO in their roles as required, and act as an alternate for the Executive Assistant as required.

How We Work

At Independent Age, we live by our values and EDI principles.

Our **values** are:

- **Trusted** - a culture based on reliability and mutual respect
- **Empowering** - an inclusive approach that helps people thrive
- **Transformative** - a commitment to meaningful, intentional change towards shared goals

To put our **EDI Principles** into practice, we will:

- proactively challenge ageism and all other forms of inequality and discrimination throughout all our work
- celebrate and champion diversity within and outside our charity
- create a culture where everyone knows that they belong
- ensure our leaders act as role models and champions
- promote equity of opportunity for our staff, volunteers and the people who use our services
- ensure our EDI plan is integral to our annual planning processes to ensure that we deliver our goals
- collect data on diversity and inclusion to enable us to inform our work and review our progress and impact
- be accountable and transparent about our progress
- use our influence to proactively champion EDI internally and with external partners
- continuously improve, adopt best practice and learn from and share with others

PERSON SPECIFICATION

Knowledge and experience

- Good understanding of the principles of effective risk management and mitigation and of documenting risks and maintaining risk registers.
- Demonstrable experience of working on aspects of risk management which could be applied to this role.
- A demonstratable understanding of governance best practice and board meeting cycles gained from working in the not-for-profit sector.
- Ideally working knowledge and experience in one or more of the following: procurement, contracts management, third party contract risk, business continuity planning, policy management or safeguarding.

Skills and attributes

- Excellent communication skills including the ability to communicate confidently with trustees and senior managers.
- Ability to write clear and concise formal or business English, for example proposing simple draft contract clauses and improvements to policies and procedures that are easy for users to understand.
- Highly organised with the ability to plan and prioritise own workload, handle competing priorities and setting and meet set deadlines based on the charity governance cycle.
- A high degree of attention to detail and the ability to be discreet and maintain confidentiality when required.
- Pro-active can-do attitude, with the desire to get things done, make improvements and to provide a high level of service to colleagues.
- A passion for risk management and good governance.
- Ability and willingness to learn and develop new skills and knowledge.
- Strong commitment to our values.
- A demonstrable passion for, and affinity with, our cause.