



CHIEF OPERATING OFFICE - GOVERNANCE

Job Title:	Governance Project Manager
Reporting to:	Interim Head of Governance, Risk, Compliance and Assurance
Dogs Trust Grade:	D
Location:	London office

Job Purpose

To project manage the implementation of charity-wide changes to the Dogs Trust corporate structure, and any subsequent changes to its subsidiaries. This will include liaising with several departments throughout the organisation, facilitating working groups to ensure effective communication of actions, and ensuring the success of the project.

Overview of the Department/Team

The Legal team supports other teams across Dogs Trust in achieving the strategic aims of the charity. We work to ensure that the interests of Dogs Trust are protected so that the organisation can carry out its charitable work most effectively.

Key areas of accountability

Project management of the implementation of changes to the governance structure, including:

- updating a detailed project plan considering impact on all areas of the organisation,
- liaising with departments to ensure prompt completion of actions,
- leading the preparation of agenda and papers for monthly Steering Group meetings.
- informing senior staff and communicating impacts through the working group
- proactively communicating any changes to actions and timeline,
- providing frequent updates to the Company Secretary Interim Head of Governance, Risk and Assurance to ensure the CEO and Chair are informed of progress

Setting up and facilitating workstream groups to ensure actions are completed and stakeholders are kept abreast of progress.

Managing relationships with senior staff and external legal advisors

Daily communication with action owners

Secondary project plans managing impacts on subsidiaries and partners

Person Specification

Essential skills, experience, and attributes

Significant experience in a similar role (such as business development), managing a large-scale project.

Excellent oral and written communication skills, due to the wide range of concurrent workstreams.

Highly organised and methodical.

Excellent proficiency in project management software.

Able to handle sensitive information with tact and discretion.

Self-motivated, logical, and proactive.
Diligent and demonstrating a high attention to detail.
Strong analytical skills and problem solver.
Detailed understanding of corporate structures.
Able to liaise closely with executive directors and senior managers to set expectations and ensure actions are completed, due to the high demand of the project.
Excellent communicator with the ability to work with a wide range of stakeholders.
<i>Desirable skills, experience, and attributes</i>
Education in a relevant sector.
Thorough understanding of charity structures.

Additional information
Working hours are 9am to 5pm, including a degree of agile working which will require approx. 40% of time based at the London office.

