

Job description

Job title:	Governance Officer
Reports to:	Head of Governance, Finance and Office
Working hours and location:	35 hours per week. The HQ Office is based in Bradley Stoke, Bristol, UK and remote working will be considered. We are currently operating two days in the office and three days remote working.
Overall purpose of the role:	<ul style="list-style-type: none"> To actively manage and support the governance activities to ensure the effective running of the organisation and governance compliance. To ensure that all activities under this remit are delivered to an excellent standard, and in line with ESE's strategy.
Date:	August 2023

Responsibilities

Key responsibilities	
Strategic:	<ul style="list-style-type: none"> To provide high quality management, administration and support across the organisation's governance processes, ensuring compliance with governance best practice. To act as a key liaison point for the trustees, including support to their meetings.
Operational	<p>Governing body</p> <ul style="list-style-type: none"> Oversee committee structure and membership, elections, ensuring records are kept up to date and maintained. Ensure Society Byelaws, Memorandum and Articles are regularly reviewed and updated as necessary. Manage and maintain the Declaration of Conflicts register and assist in the compliance in organisational requirements (eg. Charity Commission, Companies House, GDPR requirements). Assist in developing, maintaining and production of ESE organisational policy documents and records. Management and liaison with trustees. Management of the ESE President mailbox and the ESE Office mailbox. Scheduling, planning and supporting meetings, including meeting logistics, agendas, reports and presentation slides, taking and circulating minutes. <p>Annual General Meeting (AGM) and activities at the European Congress of Endocrinology (ECE)</p> <ul style="list-style-type: none"> Manage the AGM through the preparation and distribution of notices, agenda and papers, the meeting logistics, voting and preparation of presentations and minutes. Manage and administer the call for nominations and elections through the relevant voting platform. Manage the arrangements of the President's networking events at the ECE. Manage and administer the ECE Committee meeting schedule and act as the liaison person onsite.

	<p>Awards Management</p> <ul style="list-style-type: none"> • Manage and administer the ESE Awards programme including the nomination process, jury deliberations and voting, communications with members, nominators and nominees, and the presentation ceremonies. <p>Other</p> <ul style="list-style-type: none"> • Provide administrative support to the CEO and Governance and Officer Manager. • Regularly reviewing the website and updating where required using Umbraco (training will be provided). • General administration to include filing, scanning, post, courier, answering telephone etc, as required.
Financial	<ul style="list-style-type: none"> • Maintain and reconcile expenses for the CEO on a monthly basis. • Process purchase and sales invoices for approval as required. • Ensure finance reports are received, filed and distributed to the relevant team members on a weekly basis. • Support the preparation of financial planning, such as budget preparation and end of year audit. Monitor expenditure throughout the year to ensure budgets are met in areas under remit.

Person specification

Skills and experience	
Technical skills:	<ul style="list-style-type: none"> • Excellent working knowledge of Microsoft Office. • Strong written and verbal communication skills. • Excellent English is a requirement, and a second language would be an advantage.
Experience:	<ul style="list-style-type: none"> • Experience of working in an office environment working with a senior team (essential). • Excellent administration and organisational skills, together with the ability to work under pressure and to deadlines (essential). • Excellent written and oral communication skills, including a demonstrable ability to write clear, concise and accurate documents to suit a range of purposes and audiences (essential). • Experience of working with committees, arranging and coordinating meetings and accurate minute taking (essential). • Ability to work as an integral member of a small and dedicated team, and to help out across the team as required (essential). • Strong research and investigative skills to provide information and clarification on matters to the trustees and management (desirable). • Experience of working in the charity, not-for-profit sector, or with a membership association or professional body (desirable). • Strong working knowledge and understanding of general charity governance and regulatory requirements (desirable). • Experience of analysing data and producing reports (desirable).
Behavioural competencies:	<ul style="list-style-type: none"> • Excellent interpersonal skills and confident approach in dealing with a wide range of colleagues and stakeholders. • Meticulous attention to detail. • A highly organised individual with the ability to forward plan and handle multiple projects. • Ability to remain calm under pressure.
Other relevant requirements:	Willingness and ability to work occasional additional hours and weekends in the UK and abroad.