

Job Description:

Job Title	Governance and Administration Officer
Reports To	Finance and Operations Officer
Responsible For	n/a
Directorate	Finance and Operations
Pay Grade	C
Full / Part Time	Full Time
Hours Per Week	35

Role Purpose

To provide administrative support across finance and operations (HR, payroll, facilities).

Core Responsibilities:

Governance:

1. To provide secretariat support (e.g. supporting preparation and distribution of papers, producing and disseminating meeting notes etc.) to Committee, Council and NSC meetings and the Annual General Meeting.
2. To administer Convene.
3. To ensure Companies house is maintained up to date, and filings made on time for all BASW companies.
4. Maintain legal obligations and observe best Governance practices.
5. To monitor the Governance inbox and ensure all enquiries are dealt with in a timely manner.

Administration:

1. To monitor the nation inboxes, ensuring all enquiries are dealt with in a timely manner.

Other:

1. To provide administrative support to other departments by agreement as part of flexible approach and collaboration with the wider staff group and across departments.
2. To use a range of IT and software applications to a professional standard including MS Word, Excel, Teams, Outlook, PowerPoint and BASW's website and customer relations management system, with ability to learn additional office IT systems/functions quickly, as required.
3. To work under own initiative and delegated responsibilities as required and able to work collaboratively, creatively and effectively with teams and colleagues across the association and externally, contributing ideas and solutions to collective efforts.
4. To undertake additional duties commensurate with grade, role and capacity, as appropriate, within a managed overall workload.

Person Specification:

Criteria	Essential	Desirable	How Identified
Qualifications / Education			
Formal Governance qualification		✓	Application
Knowledge of Governance within a membership organisation		✓ □	Application / Interview
Experience			
Experience in delivery of Governance functions and meeting administration	✓		Application / Interview
Proven track record of successful coordination, high level administration and support	✓		Application / Interview
Skills / Knowledge / Abilities			
Excellent knowledge of Microsoft packages (word, excel, outlook, abode acrobat, Powerpoint)	✓		Working assessment
Excellent knowledge of Sharepoint	✓ □		Application / Interview
Experience using Convene software	□	✓	Application / Interview
Strong written and verbal communication skills	✓		Interview and working assessment
Ability to work under pressure	✓		Interview and working assessment
Personal Qualities			
Good communicator with excellent interpersonal skills	✓		Interview
Ability to work to the highest standard of professionalism and confidentiality	✓		Interview
Able to respond calmly and effectively to changing demands	✓ □		Application / Interview
Self motivated and well organised	✓		Interview
High attention to detail	✓		Application / Interview
Equal Opportunities			
Full commitment to promoting Equal Opportunities	✓		Interview
Health and Safety			
Full commitment to promoting the highest standards of Health & Safety performance	✓		Interview

