Interpal

Helping Palestinians
In Need

Job Description

Job Details	
Job Title	Governance Officer
Reporting Level	CEO
Business Unit/Function	Governance
Salary	£25k - £28k
Location	Office Based, London Head Office

Job Overview	
Interpal Overview	Interpal is a specialist charity focused on providing aid to Palestinians in need across the occupied Palestinian territories, Lebanon and Jordan. We are small and dynamic charity expertly aiding vulnerable Palestinian refugees, as well as advocating for their humanitarian needs. Interpal are a close knit team of dedicated individuals committed to the cause, working in a positive and friendly environment. As the Governance Officer you will work closely with both the Secretary to the Trustees and the Board of Trustees to support compliance and governance matters. Your role is essential in ensuring the smooth running of the charity through compliance of the respective regulators and internal policies and procedures.
Purpose Statement	▪ To provide effective governance and administrative services to the Board of Trustees and advice and support to ensure consistency and quality of service delivery is maintained. ▪ Maintain a governance administration system to support Interpal in meeting its legal and regulatory requirements and in managing its policies and procedures and provide advice on compliance with these. ▪ To contribute to the overall implementation of the Governance and Secretary to the Trustees teams' objectives, including contributing to the smooth and successful operation of the functioning of the Governance Department.
Accountabilities	▪ Provide administrative support to the Board and its committees, including servicing committee and other meetings. ▪ To take responsibility for the preparation of Board meetings as directed, including preparing and distributing agendas, ensuring decisions at meetings are enacted and dealing with any follow up activities. ▪ To create, develop and maintain accurate and effective records of Board and committee activities in line with legal and regulatory requirements. ▪ To act as the first point of contact for Trustees, build and maintain effective working relationships. To ensure all Trustees have completed inductions, annual appraisal and development opportunities appropriate to their role. ▪ To ensure accurate records are kept of Trustees' activities including training, attendance, expenses etc. To organise travel and accommodation requirements for Trustees as requested. ▪ To work with the CEO on delivering the Quarterly Trustees Meeting, Exco Meetings, Annual Board away days, and other governance events. To minute meetings where requested. ▪ Maintain systems to support the charity in meeting its legal and regulatory requirements and in managing its policies and procedures and provide advice on compliance with these. ▪ To ensure the compliance of policies and procedures as per regulators; Charity Commission, Fundraising Regulator, ICO.

Job Description

	▪ Ensure compliance and be point of contact for data protection with implementation of General Data Protection Regulation (GDPR). ▪ To be the central point of enquiries about corporate governance. ▪ To maintain and keep under review the governance systems and make recommendations for improvement. ▪ To undertake any other work as could be expected of a Governance Officer.

Competencies and Qualifications	
Competencies	▪ Excellent administrative and organisational skills, including excellent minute taking skill, plans ahead and prioritises effectively. ▪ Ability to analyses information from a range of sources in order to make effective decisions; weighs up risks and challenges; applies critical thinking; is outcomes focussed and measures impact. ▪ Excellent Communication skills and the ability to maintain effective working relationships with board members, customers and senior managers. ▪ Ability to develop effective administration and support systems.
Education	▪ Educated to degree level.
Work Experience	▪ Track record of successfully supporting an organisation to ensure consistency and compliance. ▪ Experience of organising and preparing meetings, writing agendas and taking accurate concise minutes.