



## **JOB DESCRIPTION AND PERSONAL SPECIFICATION**

**JOB TITLE:** Resources and Governance Officer

**REPORTS TO:** Head of Human Resources

**STAFF REPORTING TO POSTHOLDER:** None

**LOCATION:** Farm Africa, London office

**DURATION & HOURS:** Full time, permanent

## **PURPOSE OF THE ROLE**

Bright, organised and confident in your approach to work, you will combine support for the chief executive, director of resources and our senior HR team.

This role will allow you to gain exposure to the board, senior management team and people processes of a dynamic international development charity and as such this represents an exciting opportunity to gain a unique insight into the governance and strategic aspects of running an international NGO.

## **KEY TASKS AND RESPONSIBILITIES**

### **Governance**

- Deliver board and committee meeting support for Farm Africa and any subsidiaries companies to the director of resources, ensuring that all meetings of the board and its various committees are planned, communicated and all logistics arranged meticulously, including collating papers, liaising with trustees/other committee members and writing minutes.
- Act as a central point of contact for trustees, communicating up-to-date information as required
- Management the membership records for Farm Africa's members and organise the annual general meeting
- Support the director of resources in ensuring compliance with all statutory returns (primarily Charity Commission and Companies House).

### **CEO Office – central management support**

- Manage the compilation and collation of management information
- Manage travel arrangements for the director team and trustees when they are travelling on behalf of Farm Africa.
- Deliver the management of the chief executive budget
- Manage administrative support to the chief executive and director of resources as required; travel logistics (flights, visas, accommodation), some diary management,

meeting logistics (both internal and external meetings), formatting presentations and reports as required

### Human Resources

- Supporting the HR manager with data entry and data collection for HR KPI's
- Support the HR manager with internal communications as required

### Resources

- Manage and general upkeep of the office in line with our lease agreements, ensuring that the office remains a safe clean working environment
- Manage office-related procurement and supplier contracts to ensure best value for money and efficient service delivery.
- Working with the HR manager, manage the core budget on a day to day basis, ensuring that office services are delivered within budget
- Liaise with the UK ICT support contractors with regards to network and telecoms development and procurement of ICT equipment
- Support the HR Manager on ICT queries from Farm Africa London staff.
- With the HR manager, lead the super user group, providing regular training and system updates as required
- Manage the reception services, including post (incoming and outgoing) handling switchboard enquiries and visitors to the office

## PERSON SPECIFICATION

<i>Essential</i>	<i>Desirable</i>
<b>Education, qualifications &amp; other knowledge</b>	
Degree educated or equivalent	
A high level of knowledge of MS office programmes, to include outlook, word, excel and powerpoint	Knowledge of governance/ risk/ organisational policy particularly within the not for profit sector
<b>Experience</b>	
Taking minutes or otherwise summarising discussions	Taking minutes of formal committee meetings
Coordinating meetings and managing events and event budgets	Making international travel arrangements
Experience of office management	Experience of managing a budget up to £250,000
Experience of working with ICT support contractors to ensure an efficient and effective ICT system	An understanding of networks, active directory and exchange management console
Experience of office procurement, including equipment and service contracts	
<b>Skills &amp; abilities</b>	

Excellent written English	The ability to manage conflicting responsibilities when they occur and prioritise effectively
Good verbal communication skills	Confidence in dealing with senior people and tact in handling confidential information
Proactive and well organised with a strong attention to detail	
The ability to work on own initiative, identifying and implementing improvements	
The commitment to getting tasks done and completing work to a high standard to tight deadlines, resilient in the face of competing demands	
The ability to work in an international context with colleagues from a variety of cultures	
The ability work discretely and confidentially	

## VALUES

Farm Africa seeks to employ those who believe, as we do, that **farmers can and will play a key role in achieving long-term rural prosperity in Africa** and who seek to deliver on those beliefs by:

### **Value**

**being experts in our field**

delivering insightful/impactful evidence-based solutions

**pushing boundaries**

being creative with new and old solutions  
building relationships and delivering long-lasting change for farmers

**acting for the long term**

**working flexibly**

taking advantage of the most effective solutions, whether from the communities, private sector or government

**sharing knowledge with others**

reaching more farmers than we do alone, ensuring effective technologies are widely accessed.