



Job Description:

Post: Governance and Administration Officer
Hours: 35 hours per week
Salary: £29,600 - £31,080
Location: Edinburgh
Reports to: Head of Corporate Services

Overview

Established in 1944, One Parent Families Scotland (OPFS) is the leading charity working with single parent families in Scotland. We provide expert advice, practical support and campaign with parents to make their voices heard to change the systems, policies and attitudes that disadvantage single parent families.

We work alongside single parents and their families, placing them at the centre of everything we do. Creating ways to overcome barriers, changing their lives and fulfilling their potential. We also celebrate the many achievements of single parents and their children.

Our vision is to see a Scotland where single parent families are celebrated in all their diversity, are treated fairly and live free from discrimination and poverty.

Our mission is to amplify the voices of single parent families in their unique role as sole carers and providers and together challenge stigma, poverty and inequality to achieve change.

Our values are trust, equity, justice, collaboration and compassion. These are the principles or standards that we consider important in life. They shape behaviour and guide our decisions and actions.

Our strategic objectives shape and guide all roles at OPFS. They are the pillars that underpin all our work. We all will:

1. **Support** single parents to build on their strengths and attributes to achieve their goals.
2. **Strengthen** single parent families' wellbeing, enabling children to be happy and thrive.
3. **Influence** policies to eradicate child poverty taking an intersectional, equalities approach to policy making.

4. **Involve** single parents, experts by experience, to co-produce OPFS services and policy priorities.
5. **Challenge** societal attitudes and behaviours to fully support and respect single parent families.

About this role

The Governance and Administration Officer provides efficient, proactive and values led governance support to the Head of Corporate Services to ensure that all governance work is achieved within the timescales set whilst maintaining quality of delivery. They have a crucial role in enabling the Senior Leadership Team (SLT) to focus on strategic priorities and lead with clarity and purpose. This role supports our governance functions including effective running of the Board and Committees and risk management to ensure compliant, efficient and transparent decision-making supporting our strategic purpose, direction and organisational values. This role will contribute significantly to strategic implementation and is key to ensuring we maintain focus and clear reporting using appropriate levels of governance administration and coordination.

Role and Responsibilities

Board and Committee support

- Plan and arrange the annual schedule of Board and Committee meetings and manage logistical requirements including diary liaison for the meetings
- In partnership with the Executive Assistant & Programme Coordinator, plan and manage the annual corporate calendar of internal meetings, based on a sound understanding of the functions of different meetings and their interrelationships and the annual cycle
- Liaise with the Chair and CEO to arrange internal and external meetings
- Monitor the terms of office of Board Directors and undertake the necessary administration for leavers and new starters, including ensuring that Companies House and Charity Commission requirements are met
- Act as liaison person for Board members (e.g. booking hotels, dealing with expense claims, responding to routine queries)
- Administer the whole process of Board & Committee meetings including minute taking
- First draft of clear, well-structured Board and Committee papers where appropriate



- Leads on proofreading to ensure accurate, clear and grammatically correct papers, formatted to support neuro diversity
- Support organisation of Board recruitment and induction Governance functions
- Support the Head of Corporate Services to ensure that that our organisation keeps up to date and fulfils all governance and charity requirements whilst promoting, implementing and monitoring good governance policies and procedures
- Support delivery of organisational compliance with reporting and regulatory requirement of Companies House and the Charities Commission through maintenance of the organisation's online accounts
- Develop and maintain the system for reporting and recording of the Register of Interests to support transparent identification and management of potential conflicts
- Working with the Head of Corporate Services to coordinate risk management systems and reporting across all Governance meetings

Office support

- Provide administrative support to the Head Quarters teams based in Edinburgh
- Act as coordination point for visits to Edinburgh Office of any external bodies and ensure effective arrangements are in place to ensure events run smoothly
- Act as liaison person for Edinburgh Office management including office repairs, management and ensure key contracts such as cleaning are maintained and effective

The job description is a broad picture of the post at the time of preparation. It is not an exhaustive list of all possible duties, and it is recognised that jobs change and evolve over time.



Personal specifications

Essential experience and skills

- Experience of working within an administrative role preferably within the charity or voluntary sector
- Strong ICT skills and a strong working knowledge of M365 packages
- SVQ 4 or equivalent in administration
- High degree of confidentiality, discretion and integrity
- Able to respond calmly and effectively to changing demands with strong organisation skills; skilled in task-switching whilst maintaining focus
- Resilient to bounce back from challenges, values challenge and change
- Excellent interpersonal and communication skills, able to communicate with sensitivity and tact with colleagues at all levels in the organisation
- Developed governance writing skills to draft papers
- Takes initiative and has common sense with good professional judgment
- Enthusiastic, motivated and owns responsibility areas
- Anticipates obstacles, initiates problem solving and develops contingency plans even though the accountability might lie with others
- Confident to constructively challenge established practice and propose new approaches
- Collaborative team player whilst joining up across the organisation
- Excellent time management skills, works to set deadlines; ability to manage changing priorities and urgent issues
- A high level of accuracy and attention to detail
- Good analytical skills with data interpretation
- Sound judgement, with an understanding of when to use initiative and when to seek advice
- Good written and oral communication skills

Desirable

- Regularly evaluates own development to continuously learn and improve
- Innovative mindset to use technology to build processes and workflows

Personal qualities & attributes

- Strong understanding or lived experience of the realities faced by single parent families
- Values driven, aligned with OPFS's mission to challenge poverty and inequality
- Flexible, reflective and open to learning as the programme develops
- Self-motivated with a commitment to continuous professional development
- Strong commitment to equality, inclusion and diversity in all aspects of work



Terms & conditions

Application deadline: Midnight on Wednesday 30 September.

Confirmation of appointment: Confirmation of appointment is subject to satisfactory completion of a 3-month probationary period, two references and a PVG check.

Salary: £29,600 - £31,080

Hours of work: 35 hours per week, worked flexibly to meet the needs of the service.

Holidays: Annual leave entitlement is 25 days and 12 Public holidays (pro rata)

Pension: You will be auto enrolled in our pension scheme with a 3% contribution from you and 7% contribution from OPFS

Training and support and supervision: You will receive induction training and frequent support in the first three months. Thereafter you will receive monthly individual support and supervision and annual appraisals. Regular team meetings will be held, and staff have access to internal and external training.

Equal opportunities and family friendly employment: OPFS aims to be an equal opportunity and family friendly employer. OPFS has Investors in People Gold status.