

## Global Alliance for Improved Nutrition

<b>Job title:</b>	Governance Assistant
-------------------	----------------------

<b>Classification:</b>	Grade 4	<b>Direct reports:</b>	0
<b>Work location</b>	London, United Kingdom	<b>Travel required:</b>	Up to 10%

The Global Alliance for Improved Nutrition (GAIN) is a Swiss-based foundation launched at the UN in 2002 to tackle the human suffering caused by malnutrition. Working with both governments and businesses, we aim to transform food systems so that they deliver more nutritious food for all people. In particular, we aim to make healthier food choices more desirable, more available, and more affordable. GAIN's mission is to advance nutrition outcomes by improving consumption of nutritious and safe food for all people, especially the most vulnerable to malnutrition.

DESCRIPTION
<p><b>Overall purpose</b></p> <p>This role will:</p> <ul style="list-style-type: none"> <li>• Support efficient conduct of business, effective governance and decision making at GAIN, by supporting the Board, Executive Director, SMT, Director's Forum and other decision-making processes such as 'task and finish' groups set up by SMT.</li> <li>• Support the Secretary to the Board with administration and management to support a strong governance function.</li> </ul>
<p><b>Tasks and responsibilities</b></p> <p><u>Governance and decision support</u></p> <p>For the Board, Board Committees, Partnership Council, SMT and Director's Forum:</p> <ul style="list-style-type: none"> <li>• Scheduling and arranging meetings (including off-site where necessary)</li> <li>• Supporting preparation of high quality, and timely Agendas (including for the Board) and papers, with a formal timetable</li> <li>• Ensuring accurate Board Resolutions and decision-points</li> <li>• Preparing Minutes or other records of discussion for approval</li> <li>• Maintaining action lists and follows-up</li> </ul> <p>For the Board:</p> <ul style="list-style-type: none"> <li>• Ensuring relevant documentation and official records in compliance with legal requirements and good practice</li> <li>• Maintaining the Board budget</li> </ul> <p>For SMT:</p> <ul style="list-style-type: none"> <li>• Supporting the ED in planning and managing the overall workplan for the Team across the year and in scheduling meetings and organising productive Retreats</li> <li>• Supporting 'task and finish' groups set by SMT across a range of topics ensuring timely scheduling</li> </ul>

## Global Alliance for Improved Nutrition

- Tracking decisions, agreed actions and follow up
- Maintaining the Risk Register, ensuring updates from SMT and County Directors
- Supporting reporting against the strategic plan KPIs/PMF for the Board

### Board and Committee membership

Support effective processes to appoint high quality Board members:

- Managing Board membership documentation, correspondence and candidate running lists
- Managing biographies and due diligence
- Monitoring membership terms
- Supporting with Registration with the Geneva Registre du Commerce (with the Legal Manager)
- Identifying areas for process improvement
- Ensuring up to date records of Member interests and personal data
- Supporting onboarding of new Board members
- Arranging events for Board members to engage with GAIN staff

### Communication

- Providing effective and timely internal communication of Board and SMT decisions in various modes
- Organising the schedule and agendas for staff meetings
- Working with HR to secure staff compliance on good governance recording such as staff conflicts of interest

### Other Support and Administration

- Developing and maintaining effective records of complaints against GAIN
- Supporting the whistleblowing policy with high quality administration
- Keeping abreast of developments in whistleblowing policy and practice
- Providing effective administration for enquires as necessary
- Undertaking any other appropriate work as directed by the Director of Strategic Operations, Executive Director, Board Members and SMT

### **Key organisational relationships**

- Directly reporting to the Director of Strategic Operations
- Working very closely with the Executive Director (ED) on SMT matters including the Agenda, scheduling and delivery. There will be a dotted line reporting line to the ED on SMT matters and absolute confidentiality will be necessary when dealing with SMT issues between the appointee and the ED
- Liaising with administrative and operational staff across the organisation, especially EA support for the ED and SMT, Comms and others working on internal communications, the Legal Manager
- Working directly with Board members and their PAs

## **JOB REQUIREMENTS**

### **Competencies** (all essential)

- Working well with staff and Board members, diplomacy, tact and influencing skills
- Exceptional interpersonal skills, well organised, ability to prioritise and coordinate parallel work streams to demanding timelines; able to work under own initiative; able to work calmly under pressure
- Proactive self-starter, with a commitment to quality and accuracy; a high level of attention to detail; able to develop, adapt and maintain effective systems and processes; outstanding presentational skills for written documents
- Ability to design and maintain efficient and effective administrative systems

## Global Alliance for Improved Nutrition

<ul style="list-style-type: none"> <li>• Highest level of integrity and professionalism; discretion and respect in handling confidential and sensitive matters</li> <li>• Excellent written skills; able to communicate orally and in writing with different audiences</li> <li>• Ability to meet external compliance requirements</li> <li>• Ability to analyse and synthesise information</li> <li>• Strong computer literacy with excellent MS Office skills</li> </ul>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Experience in supporting corporate or charity governance processes (e.g. Board/SMT meetings, Minute-taking, register of interests, compliance, Agenda preparation (essential)</li> <li>• Experience as an assistant to senior level staff, and preferably as an Executive Assistant (desirable)</li> <li>• Experience in working in a fast-paced environment, whether in the private or not for profit sector (essential)</li> <li>• Experience in organising events for senior staff (desirable)</li> <li>• Evidence of innovation in administrative practices (desirable)</li> <li>• Experience of managing/preparing costs/budgets (desirable)</li> </ul>
<p><b>Education</b></p> <ul style="list-style-type: none"> <li>• Educated to degree level or equivalent professional qualification (essential)</li> <li>• Qualifications in governance support (desirable)</li> </ul>
<p><b>Other requirements</b></p> <ul style="list-style-type: none"> <li>• Fluent in written and spoken English (essential)</li> <li>• Fluency in French (desirable)</li> </ul>

<p><b>WHAT GAIN OFFERS</b></p>
<ul style="list-style-type: none"> <li>• Hybrid working (two days a week in the office)</li> <li>• Competitive salary and reward structure and that recognises performance</li> <li>• Friendly working environment</li> <li>• Professional development opportunities</li> <li>• Clear corporate values</li> </ul>