

Job description

Job Title: Governance Secretary (Maternity Cover)

Date: February 2020

Reporting to: Deputy Director General

Overview

CIArb is passionate about promoting a harmonious society, helping people and organisations avoid, manage and resolve conflict through our global network of over 16,000 members. We are the leading global professional membership organisation representing the interests of alternative dispute practitioners worldwide. As a not-for-profit, UK registered charity, CIArb works in the public interest through an international network of 40 branches.

Job Purpose

The Governance Secretary will provide administrative and governance support to all CIArb Board and Committee meetings and office holders, Annual and Extraordinary General Meetings and Congress. The Boards and Committees include the meetings of the Board of Trustees, the Board of Management, and all Standing Committees and Sub-Committees

Major Objectives:

- Attend meetings as above and produce, within agreed timings, accurate and objective minutes, recording important discussion points, decisions and agreed actions. Some meetings may take place outside normal working hours and/or overseas
- Ensure adherence to the Royal Charter, Byelaws and Regulations as they relate to CIArb meetings and elections
- Ensure that Committees operate in accordance with their Terms of Reference
- Maintain the strict confidentiality of the discussions that take place in these meetings
- Provide support to all CIArb Board and Committee meetings
- Collate and distribute meeting papers electronically within agreed timings
- Distribute minutes electronically to members of the boards and committees
- Ensure post-meeting, that rooms are cleared of all confidential material and immediately dispose of or store such material appropriately
- Record out-of-session decisions and update agendas accordingly
- Present records of the output of the standing committees in a consistent format and edit and update as appropriate
- Upload papers relating to CIArb Board and Committee meetings to specific areas of the website as required
- Manage the trustee and presidential elections process
- Make all venue arrangements for CIArb Board and Committee meetings, including room booking, set up, catering and equipment
- Arrange the travel, accommodation and meals for office holders and staff attending CIArb Board and Committee meetings

- Negotiate terms with travel agencies, hotels etc. for authorisation by Deputy Director General
- Provide governance and guidance to branches in respect of the Branch Model Rules
- Ensure compliance at branch committee level in respect of the Branch Model Rules. Provide an induction programme for Board and Committee members. Ensure that the Board and its Committees are properly constituted, operated and supported, according to the CI Arb Regulations and carry out recruitment exercises as necessary. Organise, set up and provide administrative support to virtual meetings, including web-based conferencing
- Review and approve expense claims arising from attendance at meetings, keeping records and liaising with the accounts department
- Compile and update a record of past and current decisions of the Boards of Trustees and Management to assist the knowledge management of CI Arb
- Provide support to the Chairs of the Boards and Committees and deal with enquiries from Board and Committee members
- Management and monitoring of Governance budgets including budgeting for and organising CI Arb's biennial Congress meetings, which may be held outside the UK
- Provide general assistance to the Director of Governance and Legal Services regarding all matters relating to the governance of the Institute, and any ad hoc research or projects
- Update governance tools and best practice as necessary
- Management of the HR and Governance Assistant
- Keep up to date with changes in legislation, regulation, good practice within the
- Management of the Board and Committee lists on the Institute's data management system
- Maintain the highest standards of personal and professional integrity and conduct
- Develop and maintain constructive working relationships with professional networks to identify and share good practice;

Skills and Experience

- Experience as a Committee Secretary, with some responsibility for supporting the business of executive committees
- An understanding of corporate governance best practice
- Strong administration capability
- An effective communicator with good presentation and drafting skills;
- Excellent English and an eye for detail
- Diplomacy and good interpersonal skills in dealing with internal stakeholders at many levels
- Strong organisation skills and an aptitude for forward planning
- Interpersonal and communication skills and collaborative style of working required to forge good relationships with key internal stakeholders
- Ability to exercise sound judgement, maintain discretion and use initiative
- Excellent IT skills
- Good problem-solving and analytical skills
- Ability to work under pressure to conflicting demands
- Good management skills

Summary terms and conditions

Contract:	10 Month Fixed Term Contract (Maternity Cover)
Salary:	Up to £40k
Annual leave:	25 days holidays per annum plus UK bank holidays
Pension:	Minimum 8% Employer contribution with minimum 2% Employee contribution
Healthcare:	Company scheme subject to terms and conditions.
Life assurance:	Company life assurance scheme.
Other Benefits:	<ul style="list-style-type: none">• Season ticket loan• Cycle to work scheme• Perk Box (employee money saving platform)• Flexible working hours• Social events e.g. Christmas party, summer party, International day, Charity events• Weekly fitness classes• 1 a day (Fruit in the office)
Location:	CI Arb Head Office, 12 Bloomsbury Square, London, WC1A 2LP
Notes:	This post will be subject to background checks. A full statement of the main terms and conditions of employment will be supplied with any formal offer of employment. This job description does not form part of your contract of employment.

How to apply

To apply for this job opportunity, please send a CV and covering letter to HRAdmin@ciarb.org