

# ROLE PURPOSE

**Role Title:**  
Governance Coordinator

**Division:**  
Business Operations – Legal  
Governance Risk &  
Compliance

**Location:** Sydney

**Date:** November  
2024

**Employment type:** Full time/  
Permanent

**Reports to:** Governance  
Manage

**Number of direct reports:** None

**Leadership Band:**  
Leads self

## Purpose of the role:

The **Governance Coordinator** is accountable for providing effective corporate administration and compliance support to The Foundation's Board, Committees, international entities and members in alignment with The Foundation's strategic framework.

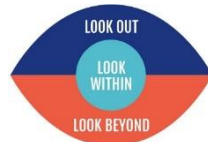
## The **Governance Coordinator** will own the outcomes of:

1. Coordination, planning and implementation of governance meetings, end to end from agenda setting to preparation and distribution of minutes (AGM; Board meetings, Entity meetings, Committee meetings)
2. Co-ordination, planning and implementation of key governance initiatives / projects as requested by the Director of Legal Governance Risk & Compliance or Governance Manager.
3. Contribute to the periodic review and continuous improvement of The Foundation's governance systems and processes.
4. Provide Board members of The Foundation with administrative and logistical support including acting as primary support for organising travel and all associated documentation. Develop strong business relationship across The Foundation and drive shared initiatives.
5. Train others throughout the organisation on appropriate governance process as needed, for example under localization initiatives in Kenya, including matrix thematic guidance.
6. Manage and follow-up board and committee action items with ELT and SLT members.
7. Drive a culture of engagement and collaboration by supporting broader LGRC team with meeting coordination, Intranet maintenance, invoicing and record keeping.
8. Other tasks as requested by your manager

## Our Capabilities:

### As a member of The Foundation Family you will:

1. Live by the values of The Foundation and support The Foundation's culture, performance and brand.
2. Adhere to all The Foundation's policies and procedures.
3. Strengthen the health, safety and well-being of all/look out for the well-being.
4. Lead, collaborate and contribute in all interactions.



## Essential Experience:

- 5 years+ experience working in a governance support role.
- Worked in an international context, ideally with non-government agency, government agency, or regulatory body.
- Providing end to end coordination of Governance meetings.

## Skills:

- Accountable, enthusiastic to learn and resilient.
- Outstanding organisational skills and a demonstrated ability to meet deadlines.
- Works productively and respectfully in a team.
- Excellent interpersonal, oral and written communication skills and good attention to detail, including ability to write high level correspondence.
- Customer service and relationship management including ability to maintain confidentiality and act with discretion
- Excellent knowledge and capability utilising Microsoft Office software.
- Strong problem-solving skills with the ability to anticipate challenges and develop effective solutions.

## Desirable Experience:

- Experience supporting senior leader in an office environment.
- Knowledge of Diligent software.

## Please Note:

This is an exciting role that requires engagement with The Foundation's teams both in Australia and across the world. Availability for some evening conference calls is required. There is an opportunity to design this role as flexible working to accommodate these requirements. Working from home and other flexible options are available and encouraged at The Foundation.

- Experience in project management, including end to end planning, execution and monitoring to ensure successful delivery.

**Qualifications:**

Tertiary qualifications in a related area are desirable

**Travel:**

Engagement in country is essential for this role. This can mostly be managed by video conference. While rare travel will be required

This role purpose defines the broad accountabilities of the positions, which may change based on organisational need. Please refer to the divisional, team and individual work plans for more specific details

**The position involves:**

This position is recognised as having “Contact with Children” either direct or indirect **(note: all positions are classified as having indirect or incidental contract with children)**  
This position does not involve “Working with Children” either direct or indirect.

**Additional Responsibility:**

Ensure that the work for which they are responsible is carried out in ways, which safeguard the health and safety of workers.

**To work in The Foundation, you will:**

- Be eligible to work in Australia and other regions where you will be based
- Undergo background check including criminal records and qualifications check
- Undergo working with children check for positions that are identified as working with children