



# Role Profile

*"Creating a better future for our farming members."*

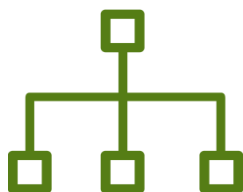
|            |                          |
|------------|--------------------------|
| Job title  | Governance Administrator |
| Reports to | Governance Manager       |
| Department | Business Assurance       |
| Location   | Stoneleigh               |
| Grade      | Grade 2                  |

## Main purpose of the job



- To provide high-quality administrative and coordination support to the Governance Manager and Secretary to the NFU with the execution of the NFU's Corporate Governance programme.

## Reporting Lines



- There are no direct reports for this role.



## Responsibilities



- Support the Governance Manager and Secretary to the NFU with organisation of board meetings for NFU Governance Board, Audit Committee, NFU Commercial Holdings Ltd (and Subsidiaries) and other companies as required. Taking accountability for ensuring meeting minutes are approved and signed off in a timely fashion and are recorded and filed appropriately.
- Generate an annual schedule of NFU meetings and governance-related actions within the Scheduled Actions system.
- Take full accountability for the organisation of Quarterly NFU Council meetings including but not limited to all aspects of documentation preparation and circulation, arranging overnight accommodation and liaising with key stakeholders as required.
- Organise additional meetings as required and manage any amends to future meeting dates whilst ensuring the Scheduled Actions system is updated with key deadlines (Agendas, Papers, Meetings, Minutes).
- Assist in organising the NFU's Annual General Meeting and biennial National Officeholder Elections.
- Provide support to the Governance Manager on the use of the NFU's Board Management Software by creating events, drafting Agendas and building and publishing meeting books.
- Support the Governance Manager with Director Appointments, Company Register updates and Companies House Filings where required.
- Assist the Governance Manager with project related work.
- Draft routine formal correspondence, letters, emails and meeting communications in support of Governance activities.
- Assist with administrative tasks for the NFU Staff Pension Scheme.



- Maintain the NFU Council Resolution Register, Register of Council Members, Governance Handbook and Council Handbook, as well as other formal records, ensuring updates are issued and published where appropriate.
- Provide support to the Business Assurance Administrator on prioritising and distributing daily incoming emails, dealing with queries where possible or referring them to the appropriate colleague(s).
- This role profile will develop to meet the needs of the NFU.

## Person Specification

### Essential Skills/Attributes



#### Knowledge and expertise

- GCSE in English and Maths at Grade 4 or above, or equivalent qualifications.
- A level qualified or equivalent experience.
- Experience of organising and supporting large meetings, committees, boards, conferences and/or events.
- Experience of working with boards and coordinating board meetings.
- Previous administrative experience, including diary management, record management, document production and electronic filing systems, and contact management (emails / phone and teams)
- Experience of supporting meetings and boards, including the preparation and distribution of agendas, papers, minutes and related documentation.
- Experience of arranging accommodation and meeting logistics.

#### Communication

- Verbal and written communication skills
- Ability to communicate professionally with colleagues, senior managers, Board members and external stakeholders.



### **Practical Skills**

- Proficient user of Microsoft 365 applications including Word, Outlook, Excel, with the ability to produce, format and manage accurate professional documents.
- Excellent keyboard skills and attention to detail.
- Experience of maintaining electronic records, databases and filing systems.

### **Decision making and problem solving**

- Ability to work independently within established procedures, escalating issues outside own remit as appropriate.
- Ability to use initiative to resolve administrative issues and seek guidance on more complex matters.
- Able to plan and organise own workload, managing competing priorities and deadlines.
- Able to make informed decisions within agreed procedures and delegated authority.
- Able to work effectively both independently and as part of a team.
- Ability to prioritise competing tasks and maintain accuracy in a busy working environment.

### **Responsibility**

- Experience of maintaining accurate electronic records, databases and filing systems.
- Ability to monitor expenditure against agreed budgets and report anomalies as appropriate.
- Ability to handle confidential and sensitive information with discretion and in accordance with data protection requirements.

### **Personality**

- Demonstrates a high level of accuracy and attention to detail.
- Takes pride in producing high-quality work and maintaining accurate records.
- Committed to delivering a responsive and professional service to internal and external stakeholders.

### **Additional Requirements**

- Flexible in meeting the requirements of the role, including occasional attendance at meetings outside normal working hours.



## Desirable Skills/Attributes



- Knowledge of GDPR.
- Able to demonstrate an understanding of budgets.
- Relevant industry knowledge and experience, e.g. trade or membership association, agricultural background
- Experience of instructing and managing external business service suppliers, e.g. couriers, printers.
- Experience of working in a Company Secretarial function. Knowledge of company secretarial matters, e.g. filing documents with Companies House, keeping company registers and minute books up to date.

## Competencies

|  |                         |                                                                                                                                                              |                                                                                         |
|--|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|
|  | Core Competencies       | <p>Understanding the NFU</p> <p>Working Together</p> <p>Personal Accountability</p> <p>Communication</p>                                                     | <p>2 – Supporting</p> <p>2 – Supporting</p> <p>2 – Supporting</p> <p>2 – Supporting</p> |
|  | Functional Competencies | <ul style="list-style-type: none"> <li>▪ Technical Expertise</li> <li>▪ Decision Making</li> <li>▪ Planning and Organising</li> <li>▪ Flexibility</li> </ul> | <p>2 – Supporting</p> <p>1 – Applying</p> <p>3 – Managing</p> <p>2 – Supporting</p>     |