

GOVERNANCE ADMINISTRATOR

JOB DETAILS

LOCATION: Open to remote working from any location in which the candidate has the right to work, and Oxfam is an employer

CONTRACT TYPE: Open Ended

INTERNAL JOB GRADE: D1

DEPARTMENT: Strategy & Feminist Futures

TEAM: Confederation Governance

SALARY: in line with Oxfam values and according to the location

HOURS (FTE): Full-time (1 FTE)

FLEXIBLE WORKING

We believe flexible working is key to building the Secretariat of the future, so we're open to talking through the type of flexible arrangements which might work for you. We think this role would work particularly well as a fully or partially home-based arrangement.

This role will require availability within working hours aligned or majority overlapping with core working hours East African Time (UTC+3). Additionally, the role will occasionally require flexibility to work at unsociable hours.

COMMITMENT TO DIVERSITY AND INCLUSION

We are committed to ensuring diversity, equity, inclusion and representation within our organization. We believe in equality of opportunity regardless of race or racial group [including colour, nationality, ethnicity, national origins], religion or belief, age, disability, sexual orientation, gender identity, marriage and civil partnership, and pregnancy, maternity and paternity.

DEPARTMENT PURPOSE: The Strategy and Feminist Futures department is responsible for the integrity and coherence of Oxfam's global strategic objectives, approaches and transformative choices into the future. The department works to ensure that gender justice and a feminist lens are central to driving Oxfam's vision, value and identity, both internally and externally; and working on both stand-alone initiatives and through mainstream action to ensure gender justice is at the core of Oxfam's organisational culture and global/worldwide action. The department positions the confederation as an inter-dependent and locally rooted network, politically grounded in a feminist approach; and contributes thematic expertise, global outlook and feminist thought leadership with specific synergies between global and organisational strategy, governance, and confederation development.

TEAM PURPOSE: To create a business environment that enables Oxfam International, through transparent and accountable governance leadership and practice, to effectively oversee and steer the confederation's activities to help Oxfam achieve its mission for the communities it serves.

JOB PURPOSE: The role will complement the Governance Team to offer professional administrative, logistical and information management support and provide an effective and efficient service to the two Oxfam International boards and their sub-committees. The role will also contribute to projects focussed on strengthening Oxfam International governance.

ROLE REPORTS TO

OI Governance Manager

ROLES REPORTING TO THIS POST

N/A

BUDGET RESPONSIBILITY

N/A

KEY RESPONSIBILITIES (Technical, Leadership, People and Resource management)

The role will complement the Governance Team to offer professional administrative, logistical and information management support and provide an effective and efficient service to the two Oxfam International boards and their sub-committees.

The key purpose of this role will be to support the Head of Governance and Governance Manager so that they can manage the corporate governance cycle. To do this, the role will:

- Undertake tasks including to administrate the calendar of meetings, correspond with stakeholders and support the dissemination of materials for meetings.
- Provide logistical support to the OI Board of Directors and their Committees, the OI Assembly and where needed the Affiliate Business Meeting. This role will also provide logistical support to the Chair of Oxfam International Board.
- Provide administrative support for legal, regulatory and financial tasks.
- Facilitate the process for dissemination of governance information across Boards and Committees, Oxfam International Departments and the global confederation.
- Maintain information on OI intranets and the OI public website, and maintain secure OI governance virtual archives.
- The role will also contribute to projects focussed on strengthening Oxfam International governance.

In addition, the Governance Administrator will deliver ad hoc tasks related to Governance as delegated by members of the Governance Team.

PERSON SPECIFICATION

Most importantly, every individual at Oxfam International Secretariat needs to be able to:

- Live our values of **INCLUSION, ACCOUNTABILITY, EMPOWERMENT, COURAGE, SOLIDARITY and EQUALITY** (read more about these [here](#))
- Ensure you commit to our **ORGANIZATIONAL ATTRIBUTES** (including adhering to the Code of Conduct):

1. Be committed to our **feminist principles**, and to applying them in your day-to-day behaviour and your work. Be ready to keep learning, with accountability to those who experience oppression as a result of their identities, such as their gender, race/ethnicity, disability, class, or LGBTQIA identity."

2. Be committed to undertaking Oxfam's safeguarding training and adhering to relevant policies, to ensure all people who come into Oxfam are as safe as possible.

EXPERIENCE, KNOWLEDGE & COMPETENCIES

ESSENTIAL

- Self-Awareness
- Systems Thinking
- Enabling

In addition:

- Strong experience in administrative roles in large organisations, excellent organizational skills with meticulous attention to detail
- Able to work effectively as part of a team based in multiple locations, and with a broad range of stakeholders

- Computer literacy and digital competency: proficient in the use of MS products, digital systems (e.g. intranets) and able to quickly learn new systems
- Good time management skills
- Strong written and verbal communication skills
- Numeracy and basic finance administration skills
- Fluent in spoken and written English.

Desirable

- A proactive approach, with the ability to and good problem-solving skills
- Interest in and willingness to learn about Oxfam governance, processes and structures
- Knowledge of a second language, preferably Spanish, French and/or Arabic.
- Flexibility to work long hours, as and when required in preparation for board and other governance meetings.
- Ability and willingness to travel given adequate notice

SAFER RECRUITMENT: Oxfam is committed to preventing any type of unwanted behavior at work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct; and promoting the welfare of children, young people and adults. Oxfam expects all staff and volunteers to share this commitment through our code of conduct. We place a high priority on ensuring that only those who share and demonstrate our values are recruited to work for us. Offers of employment will be subject to satisfactory references and appropriate screening checks, which can include criminal records and terrorism finance checks.