

Title: Governance Officer (full time position)

Location: London, UK.

Salary: £30,000 - £35,000 GBP (depending on experience)

About the World Green Building Council

The World Green Building Council is a global network of Green Building Councils in over 70 countries which is transforming the places we live, work, play, heal and learn.

Buildings are diverse and beautiful but they must also be sustainable. We believe green buildings can and must be at the centre of our lives. Our changing climate means we must reshape the way we grow and build. Our mission is to create green buildings for everyone, everywhere - enabling people to thrive both today and tomorrow. By taking action, we champion local and global leadership. We empower our community to drive change. We are greater than the sum of our parts, and commit to green buildings for everyone, everywhere.

The World Green Building Council, headquartered in London UK with an office in Toronto, currently has almost 20 employees including Regional Heads located in five different regions of the world.

The WorldGBC Governance Officer

The Governance Officer will support the Operations Director in managing the day-to-day running of the WorldGBC governance, providing executive correspondence support to the CEO's office, Board and Committees of the WorldGBC.

Specific responsibilities include:

- Scheduling, organising, and attending Board Directors', Board Committee' and members' meetings as well as coordinating with staff and the CEO internally to ensure that all deadlines for review and dissemination of governance documentation are met
- Preparing required documentation for all governance meetings, including drafting agenda, compiling Board and Committee papers, taking minutes, as well as undertaking post meeting follow up
- Coordinate KPI reporting for the Board, including collecting relevant information and reporting via powerpoint and documentation to track progress and visually display data
- Provide support to the Chair, coordinating with Chair's own administration staff and WorldGBC staff members on speaking and briefing notes with team members for WorldGBC engagements and Board meetings
- Managing the governance processes , ensuring that the 'Authority Matrix' for governance and membership is followed and applied in a correct and timely manner across the team;
- In liaison with the wider operations team, ensure the company's current and historic files and papers are well-maintained and secure, in line with the Document Retention and Destruction Policy
- Work with the Operations Director and Legal Counsel to ensure the compliance of obligations under relevant laws and the requirements of regulatory authorities are met

- To contribute to the development, implementation, and upkeep of WorldGBC's policies and processes including management of the internal system where team members note changes required and proper governance and management procedures are followed to update the documents
- Ensure adherence to regulations, policies, and procedures; escalating and managing issues as required
- Manage executive correspondence for the CEO, Board, Committees and members, drafting high quality responses where appropriate and ensuring that priorities are dealt with swiftly
- Oversee WorldGBC's insurance renewal process
- To provide ad hoc administrative support within the WorldGBC team including typing, post, formatting/proof-reading documentation, filing and database administration
- Undertake any ad hoc activities or assignments that Operations Director may delegate

Experience

- At least 3 years of experience in governance, preferably with experience in a not-for-profit environment
- Have a broad understanding of corporate governance practices and requirements
- High organised, with excellent level of attention to detail and accuracy
- Excellent written English and expertise in minute taking - essential
- Proficiency with MS Office (Word, Excel, Access, Power Point), EnGlobe/EnAct, or other corporate secretarial platforms and the internet
- Demonstrated sound judgment skills to balance and deal with multiple issues and priorities
- Should be able to identify issues that require escalation and to manage the escalation process
- Able to work independently and in a team environment
- Proven ability to meet deadlines
- Strong interpersonal skills, collaborative and able to build positive peer relationships within a diverse team located in multiple offices globally
- Excellent analytical and problem-solving skills, with a track-record for thinking through challenges, and drawing on other staff and peer organizations to achieve goals
- Interest in and support for WorldGBC's work with business leaders and our mission

Reporting Structure

The Governance Officer will report directly to the Operations Director.

To apply, please send a CV and covering letter to office@worldgbc.org by 23:59 BST on 28 March 2019.

WorldGBC thanks all applicants but will only respond to short-listed candidates.