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| MAnagement coordinator | |
| **KEY PURPOSE** | |
| The role exists to represent the members and to further the achievement of the Green Party’s objectives generally and specifically through providing a leadership steer to the Chief Executive Officer and Chair on general governance, compliance and human resource issues. The role includes Safeguarding lead on the Executive supporting the Safeguarding Officer (Chief Executive). | |
| **ACCOUNTABILITY** | |
| As the GPEx is responsible and liable for the governance and functioning of the organisation, members are accountable in varying degrees to a variety of stakeholders, including: members, GPRC, donors, and each other.  Furthermore, the GPEx members should take a lead on building public trust and confidence in the Party’s work through demonstrating good practice and good governance, taking into consideration the wider implications of the decisions you make, and to communicate widely the reasons behind such decisions or actions. | |
| **ROLE SPECIFIC DUTIES** | |
| To act as a sounding board and advisor to the Chief Executive Officer and Chair on the application of HR Policies and on senior recruitment exercises.  Advisor and sounding board to the chair on general governance and compliance issues.  Play a role in the enactment of HR policies as required eg chairing appeals hearings, sponsoring investigations that are carried out by staff and taking recommendations to the appropriate body for agreement.  Support local parties to understand and document their own HR processes and document and evaluate local risks.  To ensure that there are robust Human Resources policies in place that are in keeping with legal requirements and the Party’s values. This may include coproduction with staff but staff remain responsible for drafting and enactment of approved policies.  **Committee work:** Member of the Administration and Finance Committee – this includes role in agreeing budgets, authorising terms and conditions for senior staff, and a role in the scrutiny of reports. | |
| **ROLE SPECIFIC SKILLS, KNOWLEDGE, AND EXPERIENCE** | |
| The following characteristics, knowledge and experiences (or commitment to gaining them) would be advantageous:  Good understanding of financial reports.  Ability to scrutinise financial and other performance data and information.  Significant experience of organisational life.  Experience in HR/people issues.  Experience of and an understanding of the legal and moral issues surrounding Safeguarding in a complex environment.  Experience of operating as a mentor or coach to others would be useful. | |
| **BEHAVIOURAL STANDARDS** | |
| All members of GPEx are expected to adhere to the Code of Conduct and operate in a way that upholds the Values of the Party and supports the Philosophical Basis on which it is built. | |
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| **Role description review** | |
| ***This role description is reviewed at the end of the first year of each 2 year term.*** | |
| *Last Review Date:* | ***May 2020*** |