

Job Specification:

Head of Governance, Strategy and Executive Support

Department:	Governance and Business Transformation
Scale:	6
Line managed by:	Director of Governance and Business Transformation
Responsible for line managing:	EA to the CEO and LT , Support Services Coordinator
Location:	UK – Manchester affiliated

MAG's Vision is a world in which everyone can live free from the enduring and devastating consequences of armed violence, conflict and their legacy.

MAG's Mission is to save lives, ease suffering and enable sustainable development by limiting the cause and addressing the consequences of armed violence and conflict so people can live with dignity and choice, free from fear.

MAG's Values. Our values come to life through our actions, every day. How we act has an impact on others. As someone who works at MAG, you can help to create a positive culture by demonstrating our values through your own behaviour and actions. Everyone has a role to play in shaping our culture. Everyone should understand our values and is encouraged to think how they are relevant to their individual role.

DETERMINED - we work with purpose

EXPERT - through excellence and expertise we build trust

INTEGRITY - we strive to do the right thing

COMPASSION - people come first in everything we do

INCLUSIVE - we are inclusive, and we value diversity

Job Purpose:

To provide strategic leadership and high-level operational oversight across MAG's governance, strategic planning, organisational performance, and executive coordination. Act as Company Secretary and Data Protection Officer, ensuring compliance and supporting the Board, CEO, and Leadership Team (LT) in effective decision-making and execution of MAG's Strategic Framework. Oversee core support functions including planning, internal policy management, and administrative coordination support services in MAG's UK office.

Job Description

Governance

- Serve as **Company Secretary**, providing expert advice to the Board and Leadership Team to ensure MAG meets all legal, regulatory, and governance obligations.
- Guide on compliance with MAG's Articles of Association and support the proper conduct of meetings and decision-making processes.
- Oversee the organisation's governance structures, delivering high-quality secretariat support to the Board, Committees, and MAG's other legal entities.
- Coordinate governance activities, including agendas, papers, minutes, and action tracking.
- Lead MAG's statutory and regulatory compliance, including filings with the Charity Commission, Companies House, and the Information Commissioner's Office, collaborating with relevant colleagues.
- Manage the recruitment and support of voluntary governance roles in partnership with the Head of Talent.
- Collaborate with the Director of Governance and Business Transformation and the Executive Assistant to ensure seamless coordination and information flow across Board, Committee, and Leadership Team meetings.

Strategy & Planning

- Develop, maintain and communicate MAG's strategic framework ensuring the involvement of key stakeholders at all levels both within and outside MAG.

- Monitor, demonstrate and communicate the progress of MAG's Strategic Framework, adjusting as necessary to ensure its successful execution.
- Assist the Director of Governance and Business Transformation with the annual planning process, ensuring plans align with the Strategic Framework.
- Establish and maintain a sustainable, robust, approach to annual business planning, providing cross department support in setting plans that align with MAG's strategic Framework.

CEO and Executive Office Support

- Support MAG's overall leadership through close working with the CEO and rest of MAG's LT on the progression of key organisational priorities.
- Oversee provision of high-quality support for LT.
- Manage key projects or initiatives on behalf of the LT in collaboration with MAG's Project Manager.
- Act as a key liaison between the executive and the rest of the organisation, enabling smooth decision-making and communication.

Management and Coordination

- Oversee and ensure the management of robust and efficient cross-organisational systems (including relevant ISO certifications), policies and procedures, so that they are understood and adhered to across MAG.
- Oversee support for MAG's Crisis Management Team (CMT) arrangements, acting as the CMT Administrator, as well as support and advise the Incident Management Team (IMT) Administrator.
- Oversee the running of MAG's Manchester office administration and safety, and maintain effective working relationships with relevant suppliers (including but not limited to MAG's external legal advisor, Travel Management Company, Trademark advisor and landlord).
- Manage the Management Coordination and Support team and budget.

All HQ staff are expected to undertake the following general duties:

- Work within the framework of MAG's core values, promoting its ethos and mission statement.
- Work towards achieving programme and/or department business plan objectives.
- Ensure familiarity with and adhere to all MAG policies and procedures and keep informed of MAG activities.
- Travel overseas, sometimes to developing countries and areas in conflict, as and when required.
- Understand and uphold the standards outlined in MAG's Safeguarding Framework, acting with due care and attention to safeguard the wellbeing of anyone that comes into contact with MAG's work and reporting concerns if they do arise.

Some Job Specifications may be supplemented by specific Terms of Reference.

This is a non-contractual document that can be varied from time to time as circumstances dictate. This job description is intended to summarise the main duties and responsibilities of the post; this is not intended to be a full and exhaustive list of tasks. All MAG staff are expected to demonstrate flexibility and willingness to perform appropriate tasks when the need arises.

Person Specification

Essential Experience

- Demonstrable experience of working at a strategic level in an advisory or operational role
- Demonstrable experience of understanding and giving practical advice on governance matters, including relevant legislation, regulations and governing documents, to Boards and senior staff
- Demonstrable experience of writing Board and Committee reports, papers and minutes, as well as methodically and accurately maintaining effective record keeping systems and processes
- Experience of working with confidential and sensitive material in a professional manner
- Proven track record of leading and contributing to strategic and annual planning processes in a comparable organisation
- Substantial experience of leading, participating in, and promoting cross-organisational team working
- Proven track record of success in networking, influencing and building relationships with internal and external stakeholders, including working and engaging with external regulators (for example but not limited to the Charity Commission)
- Demonstrable experience of leading, managing and inspiring highly effective multi-disciplinary/functional teams, as well as developing and managing budgets

Essential Aptitude, Skills and Knowledge

- Demonstrates excellent written and verbal communication and research skills, and the ability to write reports, and supervise others in their writing skills to communicate in a clear, concise, meaningful and effective way
- Demonstrable understanding of planning and monitoring methodologies
- Strong ability to analyse and interpret complex data, which can be used to practical effect
- Knowledge of Data Protection regulations
- Resilient and able to work flexibly, respond positively to change, work effectively under pressure and deal with conflicting priorities
- Proficient in using MS Office (Outlook, Word, Excel and PowerPoint)
- Demonstrates a high level of emotional intelligence and the ability to challenge, inspire and persuade others at all levels (internally and externally)
- Pro-active, diplomatic, tactful and customer focused
- Ability to understand, demonstrate and apply MAG's values

Desirable

- Demonstrable experience of working as a Company Secretary
- Professional qualification, degree or proven extensive experience in relevant field
- Experience of working for an International NGO or comparable organisation
- Experience of non-profit governance arrangements in other countries and/or jurisdictions
- Contemporary knowledge and understanding of latest developments in charity/INGO governance
- Experience of working as a Data Protection Officer (DPO)
- Maintaining and supporting the use of a Board portal/electronic meeting system such as Board Effect or Diligent

Updated: 23 July 2025

Signed employee:	Date:
Signed manager:	Date: