

Governance and Project Support Manager

Job Description

Job Title: Governance and Project Support Manager

Location: Mountbarrow House, 6-20 Elizabeth Street, London SW1W 9RB

Status: Fixed term (1 - 2 years) 0.5 FTE Part time (minimum) – schedule and further hours negotiable

Salary: up to £35,000 pro rata plus benefits

Job Purpose:

The jobholder will work closely with Cobseo's Director of Governance Support, Head of Communications and Head of Membership and Finance to provide a focus for the coordination and delivery of all governance training and for the preparation of online and other resources to support both the Governance programme, Cobseo Communications and Membership activities as well as ad hoc support before Cobseo events.

About Cobseo

Cobseo, as the Confederation of Service Charities, provides a single point of contact for interaction with Government, including local government and the Devolved Administrations; with the Royal Household; with the Private Sector; and, of course, with other members of the Armed Forces Community. This allows Cobseo members to interact with all interested parties and especially to cooperate and collaborate with others in order to provide the best possible level of support to our beneficiaries. [Follow this link for more information.](#)

Key Responsibilities:

- 1. Governance programme coordination.** Responsibilities will include:
 - coordinating the progress of the Governance programme and planned working group with the Cobseo membership;
 - assisting in the development of physical and digital governance tools for the membership;
 - utilising existing communications channels to publicise the governance programme
 - rolling out of online support material and collating future returns, including undertaking follow up work as appropriate.
- 2. Communications coordination.** Responsibilities will include:
 - supporting communications, including posting on, and amendments to, the Cobseo website
 - assisting in the development and planning of training, ensuring training programmes complement other resources available in the sector;
 - helping to support events); and
 - preparing training materials as appropriate.
- 3. General.** Responsibilities can include:
 - responding to queries and work with the Cobseo team to problem solve;
 - researching into potential members' background (including accounts, media coverage and charitable history as appropriate) as part of the acceptance process;
 - assisting with updates and maintenance of databases.

The post holder may also be required to carry out other duties that are considered reasonable within the scope and purpose of the role.

Experience, Skills and Knowledge

Essential:

- At least 5 years' experience of working in a PR/ Coordination/ small-scale project manager role(s).
- Able to demonstrate clearly, experience of successfully delivering project outputs.
- Experience in web editing and social media platforms and communications for campaigning or communications purposes.
- Effective communication skills, both verbal and written.
- Demonstrable track record of delivery without close supervision.
- Excellent interpersonal skills, able to establish good, collaborative relationships with colleagues, member organisations and other key institutions.
- IT literate with proficiency in Microsoft Office

Desirable:

- An understanding of the internet, and the role of websites and social media, an interactive platform and means to promote the work and an organisation.
- Experience of press release and article writing.
- Some experience of delivering training and/or explaining topics to an audience.
- An interest in furthering the needs of the UK Armed Forces, those who have served in them, their families and the work of the Armed Forces Charity sector.

Personal Attributes:

- Accuracy and attention to detail.
- Excellent interpersonal skills and ability to adapt style of communication appropriate to the person/team/organisation they are dealing with.
- Self-starter.
- Team player.
- Able to pick up and understand the requirements of a task quickly and the potential wider implications of the issue that may have to be handled.
- Sense of humour.

Closing date: 10th April

Interview dates: 19th or 20th April

Apply to enquiries@cobseo.org.uk with a CV and covering letter.