



The Royal British Legion

Job Description

Job Title: Fundraising Governance and Risk Manager

Reporting to: Director of Fundraising

Role Purpose: To support the Director of Fundraising in the governance of the directorate and the development of awareness, capabilities, best practice and culture to ensure that TRBL Fundraising complies with the governance and risk management expectations of the Fundraising Regulator, Information Commissioner's Office, Charity Commission, Gambling Commission and our Board of Trustees. Responsible for the collation and reporting of risk indicators, the communication of decisions to Fundraising staff and the management of actions within the Fundraising Directorate.

Key Responsibilities:

- Support the Director of Fundraising through:
 - Leading on the preparation of management information for the Executive Board and Audit & Risk Committee
 - Leading on the coordination and assignment of management of risk and governance action points arising from Executive Board, Audit and Risk, and Finance Committee meetings
 - Ensuring the preparation and distribution of agendas, meeting information packs, minutes and reports for Fundraising Leadership Team (FLT) meetings
 - Taking, preparing and distributing accurate minutes of FLT meetings
 - Ensuring FLT meetings are productive, run to time and follow the agenda
 - Monitoring actions resulting from FLT meetings to feed into future FLT meetings
- Work with Assistant Directors and Heads of Department to ensure the accurate and timely production of the Fundraising elements of the Annual Trustee Report and Financial Statements
- Liaise with Fundraising Compliance Manager and Gift Aid Manager to coordinate actions resulting from compliance monitoring checks and internal audits
- Lead in the maintenance, review and implementation of the Legion's Fundraising risks and controls by:
 - Maintaining a register of Fundraising controls, for instance policies and procedures
 - Circulating directorate-wide controls, for instance policies, for feedback and approval
 - Reinforcing the responsibility of control owners to review and update controls at appropriate intervals
 - Working in partnership with internal subject matter experts, providing quality assurance of controls to ensure amendments are appropriate
 - Communicating and supporting the communication of new and amended controls to appropriate managers, in partnership with the Fundraising Compliance Manager
 - Developing and delivering appropriate training materials around risk management and governance
 - Liaising with control owners and risk champions outside of Fundraising

- Lead projects and work programmes as required to improve practices across Fundraising
- Lead on the development of the internal and external relationships that improve knowledge and understanding of fundraising governance and risk requirements
- Accountable for maintaining up to date knowledge of governance requirements in the charity sector and particularly changes to fundraising regulations and codes of practice as they apply to good governance
- Support the Fundraising Leadership Team (FLT) to maintain the Fundraising Risk and Control Register
- Working with the Fundraising Compliance Manager, regularly review and assess the Fundraising Risk Register to ensure regulatory expectations and effective risk management is maintained both in relation to external factors and internal activities
- Support the Fundraising Leadership Team (FLT) to ensure the accuracy of Fundraising contributions to the wider Legion risk management picture
- Meet with Assistant Directors and Heads of Department to help ensure that Risk and Governance remain a key element of our approach to Fundraising
- Be a central resource that supports all teams around fundraising risk management and is known as the TRBL Fundraising Directorate's governance and risk expert

Other

- Primary external contacts: Institute of Fundraising, Fundraising Regulator, Gambling Commission and Charity Commission
- Internal liaisons with: Director of Fundraising, Assistant Directors of Fundraising, TRBL Head of Risk and Insurance, TRBL Head of Governance, Fundraising Heads of Department, TRBL Data Protection Officer, TRBL Principle Internal Auditor, TRBL Finance Internal Auditor (Compliance)
- Work in accordance with The Royal British Legion's shared values of Service; Collaboration; Passion; Excellence; Valuing our people which underpins the fundamental beliefs and qualities of who we are and what we do.
- Work in accordance with the General Data Protection Regulations and Data Protection Act 2018; to ensure the correct reporting of data breaches, any changes to the processing of personal data which require a Privacy Impact Assessment and any requests under the Individual Rights provisions are reported to the Legion Data Protection Officer.
- Complete any other duties as are within the scope, spirit and purpose of the job, the title of the post and its grading, as requested by the line manager
- Implement the Equal Opportunities Policy into your daily activities.
- Be responsible for your own health and safety and that of your colleagues, in accordance with the Health & Safety at Work Act (1974) and relevant EC Directives, including reporting any health and safety hazard immediately you become aware of it.

<p>This job description reflects the current requirements of the role. As duties and responsibilities change and develop, this will be reviewed and will be subject to amendment in consultation with the post-holder.</p>
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Person Specification

Criteria	Essential / Desirable	Measured at
Qualifications		
Good standard of general education to degree level or equivalent experience	E	Application /Certificates
Management of Risk Foundation Certificate or a relevant professional qualification	D	
Knowledge and Experience		
In-depth knowledge of risk management approaches	E	Application/ Interview
Working knowledge of finance, audits and risk		
Practical understanding of complex risks manifestation over short and long term		
Demonstrable knowledge of the current regulations affecting fundraising activities, including familiarity with the Fundraising Codes of Practice		
Experience of managing risks and developing effective controls		
Experience of working in a complex corporate entity at senior level		
Experience of working with risk management systems		
Experience of pragmatic application of controls and mitigation strategies		
Experience of planning and scheduling meetings for senior members of staff and stakeholders		
Experience of taking and agreeing minutes from meetings for senior members of staff		
Experience of drafting of papers for consideration and decision by senior stakeholders		
Experience supporting senior leaders to develop and implement policies		
Experience of training managers and leaders in risk management approaches		
Experience of using a Magique Galileo Risk Management System	D	Application / Interview
Experience of working within a Fundraising risk management context		
Skills and Attributes		
Empathy with mission, objectives and values of TRBL	E	Application/ Interview/ Assessment
Highly developed ability to establish and maintain relationships with a wide variety of people, including senior level individuals, to achieve desired outcomes.		
Strong organisational and project management skills		
Good IT skills including workable knowledge of Microsoft Office suite, particularly Excel, Outlook and PowerPoint		
Excellent research, interpretation and analytical skills.		
Effective problem-solving skills – identify and resolve and identify improvements for future		
Flexible and ready to adapt to changing demands		
Attention to Detail: meticulous approach to checking agendas and documentation		

Our Shared Values

Service: We support and serve. We are compassionate. We provide great customer care to all the people who come into contact with us. We are accountable and act with integrity.

Collaboration: We value working together and with partners to achieve shared goals. Through strong communication and support, we build trust with each other and treat everyone with respect and honesty.

Passion: We are passionate about our role and contribution. With a positive outlook we are resilient and committed to our work.

Excellence: We strive to be the best we can. We are effective and efficient. We are bold. We are open to new ideas and approaches, challenge each constructively and are willing to learn.

Valuing our People: We support, encourage and provide opportunities for all our people – ensuring we recognise and value everyone’s contribution.

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Application /
Interview