

GPEX MANAGEMENT CO-ORDINATOR

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 Green Party Executive (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 the Green Party Regional Council (GPRC) and each other.

Furthermore, 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 they make, and to communicate widely the reasons behind such decisions or actions.

ROLE SPECIFIC DUTIES

The Management Co-ordinator : -

- Acts as a sounding board and advisor to the Chief Executive Officer and Chair on the application of HR Policies and on senior recruitment exercises.
- Is an advisor and sounding board to the chair on general governance and compliance issues.
- Plays a role in the enactment of HR policies as required, e.g. chairing appeals hearings, sponsoring investigations that are carried out by staff and taking recommendations to the appropriate body for agreement.
- Supports local parties to understand and document their own HR processes and document and evaluate local risks.
- Ensures 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.

GPEX COMMITTEE RESPONSIBILITIES

- Member of the Administration and Finance Committee (AFCom) – this includes a role in agreeing budgets, authorising terms and conditions for senior staff, and a role in the scrutiny of reports.

RELATIONSHIPS WITH STAFF

- The Management Co-ordinator has appropriate contact with Party Office staff, through the Chief Executive.

RELATIONSHIPS OUTSIDE THE GREEN PARTY

- The Management Co-ordinator has limited contact with external organisations.

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.

ADDITIONAL INFORMATION

-

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.

ROLE DESCRIPTION REVIEW

This role description is reviewed at the end of the first year of each 2 year term, and in advance of every election.

- Last review date: **May 2025**