

Join our team

Governance and Office Manager

About Age International

Age International is the international arm of Age UK. While Age UK helps older people in the UK, Age International supports older people living in poverty around the world. Our work makes a real, tangible difference to the lives of older people in low and middle-income countries, helping them access better health and care, delivering life-saving aid in emergencies and working to ensure older people have a secure income.

In 2020/21 – with help from our supporters – almost 1 million older people were directly supported through our community-based projects, improving health and livelihoods. Almost 600,000 older people and their families received food, water, medication and shelter during emergencies. Many millions of older people benefitted from government policies that we campaigned for, including over 1 million who received a pension for the first time.

We are part of a global network called HelpAge, which supports older people around the world. We are also a member of the Disasters Emergency Committee (DEC) – an umbrella organisation bringing together 15 leading UK aid charities during large scale humanitarian crises overseas.

On the next page, you can see an organogram of Age International – and where this role fits into the charity. Our colleagues work closely with HelpAge and partners in the different countries where we work, to deliver the programmes that help older people on the ground. We also share central support teams – such as Supporter Engagement, Digital, Finance, CRM, IT and HR – with Age UK.



“Age International is a fantastic place to work. It is such a privilege to be able to share the experience and voices of older people living across the globe. The team is small but mighty with lots of opportunity for growth and connection to others.”

Charlotte Hussey
COMMUNICATIONS
OFFICER

Our values

WE ARE BOLD

In doing what's right for older people - We are unafraid in standing up for older people and in seeking support for our work with them.

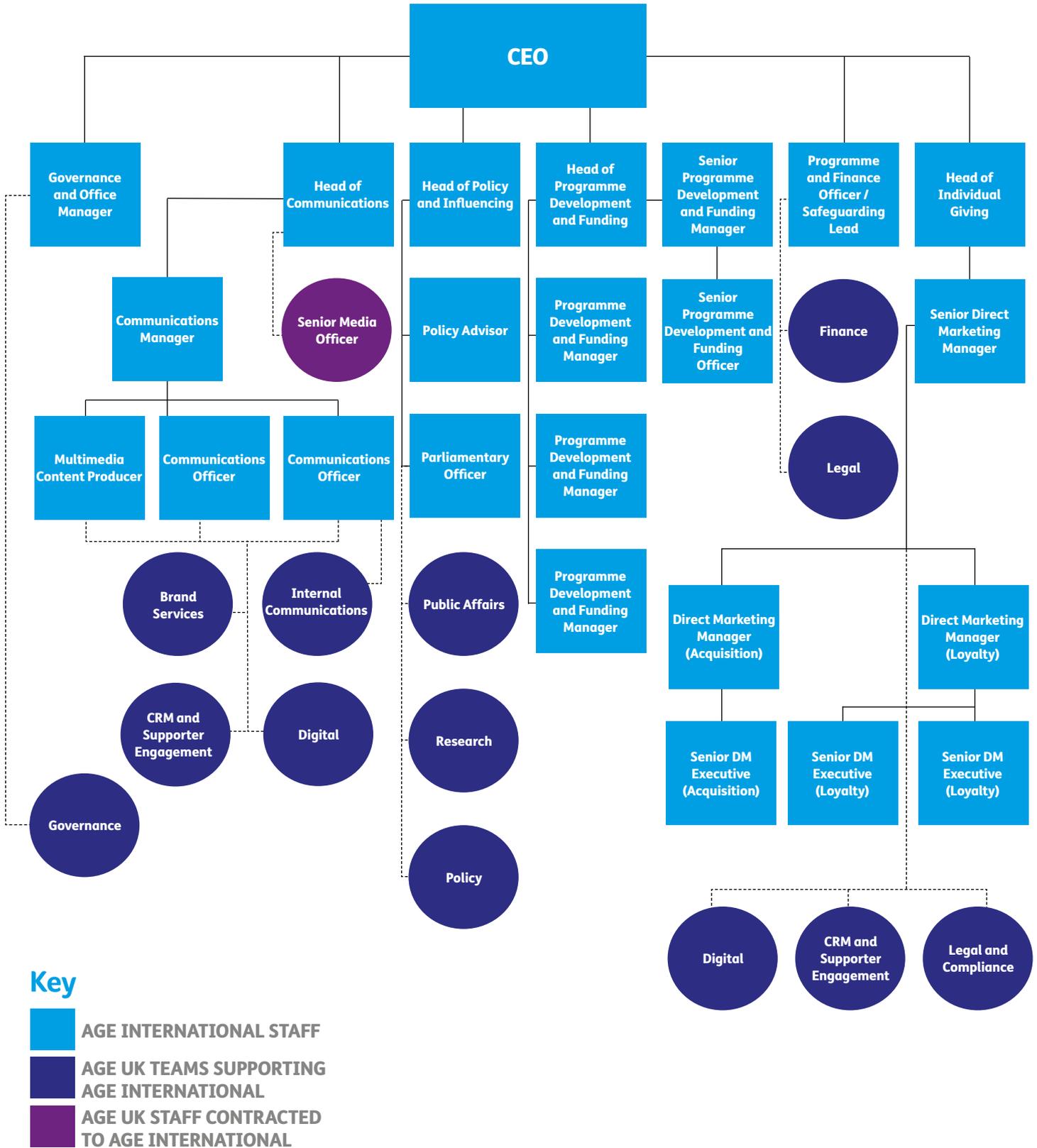
WE ACT TOGETHER

With and for older people - We act as one team, collaborating to get things done.

WE ARE FOCUSED

On what makes most impact for older people - We never forget that older people are at the heart of everything we do.

Who we are



Key

- AGE INTERNATIONAL STAFF
- AGE UK TEAMS SUPPORTING AGE INTERNATIONAL
- AGE UK STAFF CONTRACTED TO AGE INTERNATIONAL

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The job, in a nutshell

This part-time role is an excellent opportunity for someone with an aptitude for organisation and building relationships, as you will support the CEO, Board and wider team as well as liaising with colleagues within Age UK, HelpAge International and the Disasters Emergency Committee.

You will provide administrative support to the Chief Executive, and work with them in the preparation and management of Board meetings, liaising with the Chair and trustees between meetings to help them to play their governance role.

You will ensure that other aspects of the governance of Age International run smoothly, such as the timely review of organisational policies by trustees, and the sharing of communications relevant to their governance role.

You will be a focal point for providing support on a number of specific areas of work for all Age International colleagues, for example arranging staff meetings, international travel, and ensuring that organisational policies and ways of working are kept up to date and reviewed from time to time.

You will be a point of contact between Age International and the office management of Age UK at One America Square as we get to know our new office space and new ways of hybrid working.



“What I love about working at Age International is everyone’s passion to make a difference to older people’s lives. This drives a commitment to do the best that we can to raise funds for our programmes.”

Benedicte Benoit
SENIOR DIRECT
MARKETING
MANAGER

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What you'll do for us

Support the CEO

- Diary management.
- Research and write briefings.
- Draft and format documents (including reports, PowerPoint presentations and letters).
- Ad-hoc project support as and when required.

Governance

- Support for and liaison with the Chair.
- Make all practical arrangements for Age International Board Meetings and Away Days, including preparing documents and papers.
- Prepare timely minutes and summaries of meetings which accurately summarise discussions and maintain a record of Actions.
- Provide administrative support for the annual statutory accounts / external audit process.
- Provide year-round support to trustees (i.e. expenses, travel, queries).
- Support Trustee induction, appraisal and development programmes.
- Liaise with Age UK Governance team to ensure appropriate statutory filings are made.
- Assist in dealing with audits and information requests, including queries regarding historic organisational events, and identification of previous decisions of the Board and/or Age UK.
- Support with the development of an updated framework agreement between Age UK, Age International and HelpAge International.
- Update and maintain policies and guidance, liaising with Age UK and HelpAge colleagues to identify new or updated policies and ensure these are formally approved, adopted and made available to staff and trustees.
- Ensure trustees complete conflict of interest and related parties paperwork.
- Liaise with Age UK legal and governance teams and maintain an awareness of relevant governance developments.

Location

London (EC3) /
Homebased

People management

No

Division

Age International

Weekly hours

17.5



ageinternational.org.uk

Age International is the trading name of HelpAge International UK, registered charity No. 1128267-8 and company limited by guarantee, registered in England and Wales, No 07897113. 7th Floor, One America Square, 17 Crosswall, London EC3N 2LB

Governance and Office Manager



Administration for Age International staff

- Support staff with making travel bookings.
- Co-ordinate internal and external meetings (e.g. booking rooms, refreshments, agendas, minute taking).
- Support team with internal or external event planning and delivery.
- Support recruitment process of new Age International staff and organise the induction process.
- Maintain office systems (i.e. paper and electronic filing, maintenance of distribution lists and spreadsheets).
- Monitor an enquiry inbox, replying to questions from the public when needed.
- Organise and execute monthly in-person Age International Staff Meetings.
- Support managers in tracking budgets.
- Support staff with the procurement process and making international payments.
- Work closely with Age UK Finance to solve issues as required.

Must haves

This role will be a great fit for someone with:

- Administrative experience - minute taking, diary management, administrative support to a team.
- Experience of maintaining company records.
- A good understanding of charity governance.
- The ability to use current office technology including MS Teams, Board software and associated communication tools.
- Excellent written communications skills.
- Confidence working across departments and the ability to build strong working relationships.
- The ability to prioritise work and meet tight deadlines.
- Ability to use initiative and judgement in dealing with urgent or sensitive situations without direct supervision.
- Ability to work with discretion on confidential matters.

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What we offer:

- Competitive salary, 26 days annual leave (pro rata) + bank holidays + annual leave purchase scheme
- Excellent pension scheme, life assurance, Health Cash Back Scheme and EAP
- Car Benefit Scheme, Cycle to Work Scheme and Season Ticket Loan
- Techscheme – buy any tech from Apple or Currys, up to £1000, and spread the cost over 12 months, interest free
- Discount on Gym Membership and Heka Fitness & Wellbeing Benefit
- You Did It Awards – recognition awards from £100-250.

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