

Job/Role Title	Director, Risk and Assurance
Division	DGO
Grade	H
Location	London
Responsible to	Director General

Role Purpose:

The Director, Risk and Assurance is responsible for coordinating IPPF's risk management and assurance activities. The role advises the Director General (DG), the Directors Leadership Team (DLT) and the Board, on all risk and assurance matters, allowing the DG and the DLT to make informed and timely decisions. The role will also oversee company registrations and contract review processes. The Director Risk and Assurance line manages Global Security Advisor and Contracts & Registrations Advisor.

KEY TASKS

General and Legal Risk:

- Facilitate the commissioning of external legal advice taking into consideration cost, effectiveness and appropriateness for the situation. Specific HR advice will be managed directly by the Director, People Organisation and Culture.
- To act as company secretary.
- To be responsible for standardising legal contract agreements, contracting processes and developing a robust repository with all this information, accessible to key individuals. Oversee the donor contract review processes.
- To ensure effective implementation of the Data Protection Act 1984 and the GDPR regulations 2018 as it affects the Federation. Act as IPPF's Officer for Data Protection Act purposes.
- To oversee company registrations, including overseas registrations.

Risk Management and Fraud:

- To oversee risk management for IPPF, including the development of the risk strategy and structure. To provide risk management support to the DG, DLT and staff, review risks raised and monitor the risk mitigation actions of IPPF's risks.
- To report to the Finance Audit & Risk Committee on risk and fraud issues, including maintaining the strategic risk register Liaise with the Director, Finance and Technology on issues related to compliance, fraud, criminal practices and risk.
- Responsible for reporting serious incidents to the Charity Commission and ensuring the Federation is meeting its reporting obligations under current global legislation.
- To be the main point of contact for any allegations of financial wrongdoing. To oversee investigations into allegations of financial wrongdoing.
- To provide advisory services on safety and security across the Federation.

Assurance:

- Provide assurance to the Board on key risks and effectiveness of controls across the Federation.
- Develop the annual internal audit and MA assurance plan and oversee the delivery of the plan, including management of outsourced internal audit resources.

General:

- Ensure gender is effectively mainstreamed within the remit of the post and in line with IPPF's Gender Equality Policy.
- Build and maintain positive relationships with all members of staff and contacts within and outside the Federation, in particular relationships with the Treasurer, Audit Committee and representatives of donor organisations.
- To become familiar with the Federation's Health and Safety Programme and Guidelines for using Visual Display Units.
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- To do everything possible to ensure a healthy and safe working environment, including following instructions and guidance.
- Take collective responsibility for safeguarding.
- To undertake any other reasonable duties as may be requested from time to time.
- Support and enable a safe environment, adhering to the safeguarding reporting and monitoring requirements of this role.

PERSON SPECIFICATION

Education & Qualifications:

- Professional qualification in law, accountancy, internal audit or equivalent experience.

Proven Ability:

- Significant experience of risk management and assurance in an international context.
- Experience in reporting to senior management teams, boards, and audit committees.
- Experience in contract management with large international donors, e.g. DFID, USAID, DFAT etc.
- International experience is essential and previous charity/not-for-profit experience is desirable.
- Understanding or experience of UK Charity Commission regulations and reporting requirements.

Skills:

- Excellent communication skills (verbal and written). Knowledge of French, Spanish or Arabic advantageous.
- Excellent attention to detail in reviewing and managing legal agreements.
- Strong interpersonal skills to co-ordinate and build relationships across the Federation.
- Strong project management skills.
- Excellent organisational and time management skills are required to meet tight deadlines.
- Excellent financial/budgetary skills.
- Strong analytical and problem-solving skills.
- Good IT skills, including Microsoft packages.

Personal Competence:

- Willing to travel internationally, approximately 30 days a year.
- Awareness of and sensitivity to the multi-cultural and diverse environment in which IPPF operates.
- Integrity and ability to maintain confidentiality at all times.

Your Ethos:

- Demonstrate an understanding of and commitment to safeguarding in a local and international context.
- Demonstrates ability and willingness to work in a diverse, multicultural, multilingual and intergenerational environment that is anti-racist and respectful of others.
- An intersectional (pro) feminist passionate about sexual reproductive health care rights + justice, including safe abortion.
- Supportive of people's rights regardless of sexuality or gender identity/expression and supportive of workers' rights and access to health care in sex work.

IPPF is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees, volunteers, contractors and partners to share this commitment. Anyone employed with IPPF agrees to sign and adhere to IPPF's Code of Conduct and Safeguarding (Children and Vulnerable Adults) Policy.