

<b>Job/Role Title</b>	<b>Governance &amp; Accreditation Advisor</b>
<b>Division</b>	<b>MA Support &amp; Development</b>
<b>Grade</b>	<b>E</b>
<b>Location</b>	<b>Regional</b>
<b>Responsible to</b>	<b>Regional Director MA Support &amp; Development</b>

### **Purpose of Role:**

To manage membership status from admission to accreditation and renewal/non-renewal of MAs, ensuring the process is one anchored in a learning and improvement approach as well as compliance. Providing knowledge and advice to strengthen governance and boost risk management.

### **Context of Role:**

Accreditation and strong governance is a cornerstone of IPPF, a unique process that offers MAs the opportunity to both self- evaluate and be externally evaluated on their adherence to the IPPF Membership Standards, the gold standard of organizational and SRHR programme performance. With learning garnered over twenty years, we are entering a new era in IPPF in which we will be looking to truly inform and anchor our overall approach to supporting MAs and become a seamless element of ‘architecting cooperation’ working as an integrated part of a regional and globally connected Member Association Support and Development Team.

Governance & Accreditation Advisors will closely work with AoCs to support them build an understanding of MA strengths, improvement needs and capabilities leveraging the accreditation process. Providing advice and supporting the creation of development plans to strengthen performance and governance working with AoCs and MAs. Governance & Accreditation Advisors will also work proactively in supporting the identification of collaborative partners and associate members.

Governance & Accreditation Advisors will work as a global community of practice to develop the function, share knowledge, skills and capacity and provide data, information and insights to support/leverage MA development, performance and impact. They will add to IPPF’s macro knowledge on MAs and provide insight to inform priorities.

The Governance & Accreditation Advisor in SARO has dotted line reporting to the Director, Governance & Accreditation (Global) and provides support to the Director of Governance & Accreditation (Global) on Board of Trustee and Federation Governance (further details in Appendix 1).

### **Deliverables:**

- Organise and manage the accreditation review process, ensuring accreditations take place inline with IPPF’s cycle, and within budget.
- Engage AoCs and others who conduct accreditations, ensuring they are trained and equipped to carry out effective visits/online accreditations. Organise the pool of volunteers and staff from MAs, working with MAs to recruit, train and motivate volunteers/staff who have a range of relevant skills and competencies.
- Conduct accreditations directly as and when required, particularly those which are more complex. Oversee and support the preparation and follow-up and reporting of accreditations by those responsible for each visit.
- Promote a risk management approach, including raising and managing risks identified in the due diligence and accreditation processes.

- Where significant risks are identified at the MA level, advise and support on risk mitigation, including corrective action, suspension and termination of membership status.
- Manage affiliation and due diligence process with regards to existing affiliates and new organization wanting to join the Federation.
- Support the review of the constitutions of the MAs and ensure that they conform to the IPPF Standards and Responsibilities of Membership and IPPF's Act and Regulations and related governance structures, systems and processes.
- Provide expertise on best practice on supporting MA governance and managing risk, to AoCs or other relevant colleagues.
- Ensure continuous links between AoCs, Performance, Learning and Impact, and other teams as relevant, ensuring a continuous loop where knowledge of MAs feeds into accreditation preparation and accreditation findings support AoCs and PLI in delivering their objectives.
- Collaborate and contribute proactively as a member of the wider global governance and accreditation team, with global staff and regional peers, so IPPF continuously learns and improves how accreditation is implemented overall.
- Support or co-ordinate MA cases arising from IPPF's SafeReport.
- Support and enable a safe environment, adhering to the safeguarding reporting and monitoring requirements of this role.

#### **Expertise:**

- Experience in accrediting or certifying organisations or bodies against a standard system.
- Knowledge of governance standards, especially in the civil society sector.
- Background in risk management with proven skills in reading audit reports and identifying, promoting and coordinating corrective actions.
- Understanding of Safeguarding and Financial standards and requirements for a safe working environment.
- Strong interpersonal skills, able to work effectively with a network of multi-cultural diverse stakeholders and colleagues at different levels to deliver.
- Ability to be diplomatic yet persistent in achieving goals.

#### **Skills:**

- Proven planning, organising and prioritising skills with the ability to work independently and as part of a team.
- Strong analytical and evaluation skills with the ability to draw out learning from practice, aggregate and propose adaptations and improvements to processes and procedures.
- Excellent report writing skills and the ability to distill information into actions in a clear, concise way.
- Good written and verbal English with fluency in languages used in the Region (Arabic or French or Spanish).
- Feminist and champion of diversity.

#### **Appendix 1**

**The SARO Governance & Accreditation Advisor will also hold the following deliverables, reporting to Director Governance & Assurance (Global):**

- Support the NGC in updating Key Performance Areas (KPIs) for individual board and committee.

member assessments based on guidance

- Update governance tools (e.g., Governance Calendar, Workplan, Terms Register, Col&R Register, Code of Conduct) by coordinating with stakeholders.
- Provide support to the NGC in annual performance assessment of individual members of NGC, and Board Committees.
- Draft papers for GA, BoT, and NGC on governance topics, e.g., performance assessment, terms, rotation plan for discussion in meetings.
- Design and conduct online surveys for using the Survey Monkey tool for online voting.
- Ensure conflicts of interest declarations are received from all governing bodies members and conduct analysis.
- Ensure the Board of Trustees' information on the Charity Commission website is kept up-to-date.
- Compile information and analyse strategic areas for governing bodies as and when needed on group composition, skills, terms, geographical diversity, recruitments, performance indicators, gender, and youth balance for IPPF requirements.
- Attend physical and online governance meetings (GA, BoT and NGC).

### **Your Ethos:**

- Demonstrate an understanding of and commitment to safeguarding in local and international context.
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- 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 worker's 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.