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| C:\Documents and Settings\reemaa\Desktop\discover.JPG | Girlguiding LaSER  **Chair of the Risk Group**  **Voluntary** |

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| About Girlguiding LaSER |
| The role of Girlguiding London and South East England (LaSER) is to deliver the business of Girlguiding in London and South East England Region. |

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| Purpose and Scope of the Role |
| The role of the of the Chair of the Risk Group is to support the Girlguiding London & South East England Region (LaSER) Trustee Board in leading the Risk Group and effectively identify manage and mitigate a broad spectrum of risks.  The amount of volunteering time required is flexible and should cover the following as a minimum:   * Risk Group meetings 3-4 times per year (virtually or face to face) * Operations Group meetings 3-4 times per year (virtually or face to face) * Attend region events and training sessions when invited   This role requires good communication skills as the successful applicant will be liaising with the Chief Commissioner, Region Manager, members of staff and key Girlguiding volunteers. |
| Role Responsibilities |
| * Arrange timely meetings (virtually or face to face) at least three times a year to allow Girlguiding LaSER to deliver its reporting and reviewing objectives * Manage the agenda and arrange the distribution of summary notes and action points from and for the meeting. * Prepare a quarterly summary risk report for the meeting of the Board of Trustees and the Operations Group * Maintain and update the Region Risk Register in liaison with the Operation and Risk groups * Coordinate the review of risk assessments for LaSER international trips * Review risk assessments for county residential events on behalf of the Chief Commissioner if required * Coordinate the review of risk assessments and insurances for Girlguiding LaSER’s properties and sites * Plan and co-ordinate the testing of internal controls including reporting the outcomes to the Operations Group and Board of Trustees * Coordinate the review of the financial and risk policies on an annual basis * In collaboration with the Chair of Trustees and Region Manager, construct the Risk Statement for the Trustees Annual Report in line with SORP (Statement of Recommended Practice) 2015 requirements * Any other duties which may be reasonably required |

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| Person Specification |

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| **Criteria** | **Essential / Desirable** |
| **Skills** | |
| Excellent communication skills | Essential |
| Ability to organise own time/workload and achieve deadlines | Essential |
| Knowledge of a particular strand of risk management e.g. large events, international, finance, health and safety | Desirable |
| **Experience** | |
| Chairing a committee or group | Desirable |
| Risk register knowledge | Desirable |
| Knowledge of an Internal Control Framework | Desirable |
| Risk management | Desirable |
| SORP (Statement of Recommended Practice) knowledge | Desirable |
| Knowledge of an Internal Control Framework | Desirable |

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| Employment Details |
| **Reports to:** Board of Trustees  **Working hours:** Voluntary  This role is a three-year appointment with the option for the Board of Trustees to extend it by up to a further two years. This role reports to the Board of Trustees. There is no remuneration for this post, but all reasonable expenses will be reimbursed. |

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| How to Apply |
| **Closing date:** Applications will be considered on a rolling basis. Apply as soon as possible so you do not miss out!  **How to apply:** Please submit your application on no more the four A4 sides of paper in a font no smaller than 10pts to [recruitment@girlguidinglaser.org.uk](mailto:recruitment@girlguidinglaser.org.uk) addressed to Sally Christmas.  Interested volunteers will be invited to a zoom conference call in October  If you have any questions about the role please direct them to Jan Butler, Chair of the Risk Group at [recruitment@girlguidinglaser.org.uk](mailto:recruitment@girlguidinglaser.org.uk) |