

ROLE PURPOSE

Role Title:
Board and Governance
Coordinator

Division:
Legal Governance Risk &
Compliance

Location:
Sydney

Date: January 2026

Employment type: Full time/
Permanent

Reports to: Global
Governance Lead

**Number of
direct reports:**
N/A

Leadership Band: Leads
Self

Purpose of the role:

The Governance Coordinator plays a critical role in enabling high quality governance across The Foundation's global operations. The role is accountable for delivering trusted, end-to end governance meeting coordination and corporate administration support to the Board, Committees, International Organisations and board members – ensuring governance processes are executed with accuracy, discretion and alignment to the Foundation's strategic framework and Governing for Global Impact framework.

The Governance Coordinator acts as a central coordination point for governance activity – owning the delivery of governance meeting cycles, supporting FHF international organisation compliance and strengthening systems and practices. It contributes directly to the governance maturity, operational integrity and leadership decision making effectiveness across the global governance landscape.

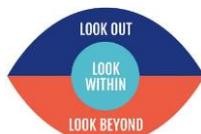
The Governance Coordinator will own the outcomes of:

1. Support and contribute to the full governance meeting lifecycle – from agenda coordination and document preparation and collection through to high quality minute production and action tracking – across AGM, Board, committee and international organisation meetings
2. Coordinate and implement governance initiatives and improvement projects on behalf of the Director of Legal Governance Risk & Compliance or Head of Governance or Global Governance Lead.
3. Contribute to the ongoing review, uplift and continuous improvement of governance systems, controls and coordination processes.
4. Provide high-trust administrative and logistical support to Board members, including travel, documentation and governance engagement requirements, building strong cross-Foundation relationships.
5. Strengthen governance operations by supporting LGRC team coordination, governance records intranet content, invoicing and compliance documentation.
6. Undertake additional governance and compliance coordination tasks as required, operating with sound judgement, consultation and confidentiality

Our Capabilities:

As a member of The Foundation you will:

1. Live by the values of The Foundation and support The Foundation's culture, performance and brand.
2. Adhere to all The Foundation's policies and procedures.
3. Strengthen health, safety and well-being of all/look out for the well-being.
4. Lead, collaborate, and contribute to all interactions.



Essential Experience:

- Demonstrated experience (5+ years) in a similar role
- Experience working with or in an international context, ideally with non-government agency, government agency, or regulatory body.
- Prior working experience and knowledge of governance principles, board and committee processes and associated compliance requirements
- Proven ability to build and maintain effective working relationships with Board members, Executives, Committee Chairs and senior stakeholders.

Skills:

- Self-directed, resilient and able to maintain performance during peak governance cycles. Strong sense of accountability for outcomes and enthusiastic to learn.
- Relational leadership approach to influencing outcomes through collaboration, including action follow-up and deadline negotiation.
- Works productively and respectfully in a team.
- High level of stakeholder awareness and emotional intelligence, including the ability to read context and adapt communication style.
- Excellent interpersonal, oral and written communication skills and good attention to detail, including ability to write high level correspondence.
- Stakeholder management - including ability to maintain confidentiality and act with discretion

Desirable Experience:

- Experience supporting senior executives or board leaders
- Knowledge of Diligent software.
- Governance or not-for-profit governance training or certification

- Strong governance coordination capability with high accuracy and process discipline
- Sound judgement in prioritisation, confidentiality, and escalation decisions
- Excellent knowledge and capability utilising Microsoft Office software.

This is an exciting role that requires engagement with The Foundation's teams both in Australia and across the world. **Availability for some evening conference calls is required.** There is an opportunity to design this role as flexible working to accommodate these requirements. Working from home and other flexible options are available and encouraged at The Foundation.

Qualifications:

Tertiary qualifications in a related area are desirable

Travel:

Engagement in country is essential for this role. This can mostly be managed by video conference. While rare domestic travel will be required

This role purpose defines the broad accountabilities of the positions, which may change based on organisational need. Please refer to the divisional, team and individual work plans for more specific details

The position involves:

This position is recognised as having "Contact with Children" either direct or indirect

Additional Responsibility:

Ensure that the work for which they are responsible is carried out in ways which safeguard the health and safety of workers.

To work in The Foundation, you will:

- Be eligible to work in Australia and other regions where you will be based.
- Undergo background check including criminal records and qualifications check.
- Undergo working with children check for positions that are identified as working with children