

Operational / External Title: Assurance & Policy Governance Specialist

Role Title:	Assurance & Policy Governance Specialist
Date of JD Review:	07 October 2025
Department:	Impact & Innovation
Team:	Projects & Planning
Tenure:	Part time & Fixed-Term (Maternity leave cover)
Band & Range:	Band C
Location:	London or Chard & Hybrid
Reports to:	Head of Projects & Planning
DBS check required:	No [DBS Roles]
Role requires travel:	No
Budget Holder	No
Direct Reports:	No
Indirect Reports:	No
Dotted line reports:	No
Internal Key Contacts: All AAUK Policy Owners, Data Protection Officer, Deputy Director of Finance, Director of People & Culture, People & Culture Manager, Head of Internal Audit, Performance Risk and Audit Committee (sub-committee of the Board of Trustees), Head of Risk Compliance & Assurance for the Global Secretariat, Country Directors of other Federation members, any other AAUK/AAI colleagues working on assurance. External Key Contacts: N/A.	

Purpose Of the Role:

Act as a focal point and coordinator for ActionAid UK's assurance and policy governance work. This primarily involves:

- Ensuring our UK policy governance work is robust and runs smoothly to ensure all policies are regularly reviewed, accessible and understandable.
- Coordinating our assurance work to ensure the UK Board of Trustees are briefed and assured regarding how UK funds are used in the wider Federation.

Main Accountabilities:

UK Policy Governance (50%)

- Oversee the governance framework for all AAUK policies (including ActionAid International policies that AAUK has adopted), ensuring that all policies have an Owner and are being reviewed at the agreed frequency.
- Maintain the Policy Hub on the AAUK's intranet ensuring it is the single, central location for all organisational policies, is kept up-to-date and is accessible to all staff.
- Work with Policy Owners to ensure policies are reviewed on time and directly manage the review process with relevant stakeholders (e.g. Trade Union, Data Protection Officer) to ease the burden on policy owners.
- Provide constructive feedback on and suggest edits to ensure that policies and procedures use clear and accessible language, reflect our values and are in a consistent format and style.
- Support the AAUK Executive Leadership Team (ELT) to review all policies as they are updated, where ELT review and ratification is required.
- Liaise with the Company Secretary to ensure any policy approvals are added to Board agendas at the relevant points, and trustees are given all the relevant information required to be able to approve policies.
- Regularly review and revise the policy review schedule to ensure reviews and approvals are spread out as much as possible and avoid any bottlenecks with key stakeholders.
- Ensure policies are covered in relevant training and induction plans, that the rollout of new/updated policies is tracked, and evidence of compliance can be provided where relevant.
- Ensure any new Policy Owners and members of the reviewers/approval groups are aware and understand their roles and responsibilities and that they are supported to carry them out effectively.
- Compile quarterly policy status update reports for senior management and the Board/Board sub-committees as required, flagging any key policy gaps, compliance issues etc.

- Maintain the guidance & toolkits to support policy owners in their responsibilities – e.g. templates, proper version control, writing policies through intersectional feminist and anti-racist lenses etc.
- Regularly communicate AAUK policy work to all staff – e.g. recently updated policies, where policies can be found, etc.

Global Assurance (50%)

- Working with the Head of Projects & Planning, coordinate our global assurance process. This involves requesting plans, budgets and audit information from countries that we fund in accordance with Country Funding Agreements, ensuring the information is reviewed and a RAG rating is agreed with the head of team, Head of Internal Audit and Deputy Director of Finance as required.
- Coordinate additional assurance measures for AAUK branch countries to ensure the UK Board of Trustees receives the appropriate level of information to discharge their obligations under UK law.
- Provide regular reports for the Board of Trustees sub-committee meetings to summarise the assurance status of UK-funded countries, and attend as required.
- Complete the annual AAI policy attestation process on behalf of AAUK.
- Work with the Head of Internal Audit to monitor and report on the Global Secretariat's (GS) work in addressing incidents of non-compliance that are identified during the annual attestation exercise.
- Coordinate bi-annual reporting for our UN Global Compact commitments.
- Network with other assurance colleagues in the GS and AAUK to understand their role, priorities and workplans, facilitating information sharing between disparate groups of colleagues.

Team working

- Within reason, carry out additional Projects & Planning team work as directed by the head of team
- Engage with and demonstrate commitment to AAUK's mission, vision, values and strategic aims, and 'My Feminist Behaviours' (including adherence to our Code of Conduct).
- Undertake any other duties appropriate to the level in accordance to agreed procedures and guidelines.
- Proactively engage with the performance development approach, taking responsibility for seeking appropriate development opportunities and taking part in learning.

EXPERIENCE, KNOWLEDGE & EXPERTISE

Essential Criteria:

- Excellent written and verbal communication skills, including:
 - Confidence in re-writing policy documents to make technical language accessible to non-technical audiences, without compromising the objective of the policy.
 - Ability to develop clear, non-technical communications.
 - Ability to provide concise updates on progress.
- Excellent organisational skills
- Numerate – able to understand and work with numerical and graphical information, draw conclusions and explain your findings
- Digital skills – including the ability to develop and maintain simple databases (Smartsheet, Excel) and create / update intranet pages (SharePoint).
- Tenacity – ability to keep going in the face of frustration
- Adaptability – ability to tailor your approach based on the challenge and stakeholder involved
- Creative – able to solve problems and find different ways to get things done
- Strong social and communication skills – ability to build relationships with a wide range of stakeholders across ActionAid UK and the wider Federation
- Independent – comfortable working and learning independently, to get stuck in and take charge of their own work and development
- Experience of dealing with, influencing and constructively challenging stakeholders at a variety of levels.
- Commitment to AA's vision, [mission](#) and values, including a commitment to [feminist principles](#), safeguarding, and working in an organisation committed to working for the rights of women and girls.
- Commitment to AA's values of Equality, Diversity & Inclusion and upholding the values of becoming an anti-racist decolonised INGO.
- Commitment to continually improving your digital skills and knowledge within the working environment.
- Commitment to AAUK's Data Protection & Processing Policy and ability to comply with Data protection legislation and best practice in data management and processing.
- ActionAid UK is committed to preventing any form of sexual harassment, exploitation, and abuse (including child abuse and adult at-risk abuse) and responding robustly when these harms take place. We expect all ActionAid UK Staff and ActionAid UK Associated Personnel to share this commitment.

Desirable Criteria:

- Previous experience working in an assurance, policy or governance-related role

- Knowledge of key trends in policy and assurance practices of relevant statutory/regularly bodies in the UK and overseas (e.g. Charity Commission, Information Commissioners Officer etc)
- Relevant professional qualification (e.g. risk management, accounting, safeguarding, HR)
- Experience working in key policy areas – e.g. Data Protection, HR
- Experience of living and working in the “Global South”, especially regions where we are funding programmes & projects
- Experience of working for an INGO.

It is expected that everyone at ActionAid UK will work to support and strengthen our desired culture of being bold, connected, diverse, optimistic, open and respectful through the way they approach and deliver their work by:

- Being accountable and responsible – your individual way of working
- Being innovative and collaborative – how you get things done
- Being empowering and trusting – how you build and sustain relationships.