



Governance and Operations Assistant | Role Profile

Job title	Governance and Operations Assistant
Location	UK - Hybrid (London office and Home based), with some travel required within the UK
Responsible to	People & Culture Manager
Salary	£28,000.00 per annum (Full time equivalent)
Contract	Part-time permanent (22.5 hours per week across 4 days)

About us

The International Agency for the Prevention of Blindness (IAPB) is the overarching alliance for the global eye health sector dedicated to eliminating the global vision crisis. A global network spread across 100+ countries, of the most brilliant and committed non-profits, philanthropists, public and private organisations.

There are 1.1 billion people living with sight loss because they don't have access to eye care services. We are making the case loudly and repeatedly that access to eye health services are vital to everything, for everyone.

IAPB, on behalf of its network, holds trusted relationships with the United Nations and the World Health Organization. No one else is operating under this same model with the same reach. We are a growing and successful international organisation registered as a charity in the UK with a dedicated staff team located around the world.

We are seeking someone to be a part of our journey and help us achieve our goals. We are a small charity with a supportive can-do attitude. We are informal but professional and work flexibly. This role offers a real opportunity for someone to contribute our development and progress towards our goals.

Overview

This is a fantastic opportunity for a highly organised individual to support the Senior Leadership with governance and operations administration.

You will be central to providing a first class governance service to the IAPB board and it's committees, whilst working across the organisation to ensure all operations are managed in a timely and efficient manner.

Scope and Accountability:

Governance

- Provide administrative support to the Board and sub-committees, including scheduling meetings (including annual AGM), supporting the CEO and Deputy CEO in drafting agendas, preparing, collating and distributing papers, and minuting meetings.
- Acting as the key point of contact for members of the Board.
- With the CEO and Deputy CEO, track key deliverables and action points and follow up on outstanding items.
- Assisting with the election, appointment and reappointment processes for board and committee members.
- Manage trustee onboarding, training, and compliance requirements.
- Maintain board records and listings.
- Supporting the Deputy CEO to ensure compliance with all relevant legal and regulatory requirements.

Operations

- Assist in the daily management of IAPB operations, including correspondence, scheduling and record-keeping.
- Maintaining efficient administration systems and databases.
- Help coordinate internal meetings, prepare agendas and take minutes.
- Office management administration
- Support to IT and HR as needed.
- Compliance with data protection and health and safety policies.
- Provide support to all other departments as necessary.
- Other reasonable duties as required from time to time.

General

- To respect the personal choice and lifestyles of colleagues those with whom we come into contact, ensuring that equal opportunity principles are always applied.
- To be an ambassador for IAPB and demonstrate IAPB organisational behaviours – Ambitious, Collaborative, Inclusive and Strategic.

Skills & experience

- Previous experience in governance administration is desirable but not essential, however a strong interest in this field is required.
- The ability to maintain confidentiality and handle sensitive information.
- This position requires a tech-savvy person (Microsoft Office etc) with administrative maturity and the ability to operate autonomously.
- Excellent minute-taking skills coupled with excellent organisational and time management skills, with the ability to work flexibly in response to changing priorities.



- Excellent interpersonal skills, including the confidence and ability to deal with senior stakeholders.
- The ability to deal with competing priorities whilst maintaining a high level of attention to detail.
- A collaborative approach.
- Commitment to the values and behaviours of IAPB.

Other Information

- Benefits include 30 days annual leave (plus statutory bank holidays), pro rata for part time employees
- Pension scheme – 10% Employer contribution, no minimum employee contribution
- Group life assurance
- Hybrid working
- Flexible working
- Employee Assistance Provider
- Various family friendly policies
- We are only accepting applicants with a right to work in the UK; we are unable to sponsor people requiring a work visa.

To apply:

Please send cover letter & CV to hr@iapb.org. Closing date Friday 14th November 2025.

Due to the volume of applications received, we are unable to respond to everyone. If you have not heard from us within 28 days, please assume your application has been unsuccessful.