



## **Risk Manager Job Description**

### **What we are looking for?**

An individual who is enthusiastic about spreadsheets and the smooth running of the organisation. Happy to hold regular calls with key stakeholders to ensure risks are identified and plans to mitigate are in place.

### **We would like you to:**

- Have a thorough understanding of the Associations Mission, values, and vision
- Work with the leadership team to identify current and potential risks to the smooth running of the association
- Have responsibility for the accuracy and comprehensiveness of the risk management plan
- Arrange short meetings with each member on the Leadership Team to identify potential risks and assist them in developing a resolution. These can be cancelled by a member if there are no risks.
- Attend Leadership team meetings and be prepared to discuss any risks that need escalating

### **Are you good at:**

- Working both in a team and remotely
- Giving attention to detail
- Organising data
- Communication – both written and verbal
- Spreadsheet management
- Problem solving
- Key stakeholder engagement

### **Key to this role**

This role is key to the smooth running of the Association and its future success. The position will work with each member of the leadership team and be prepared to gain an understanding of every area of the organisation. You will need to build strong relationships with the team members.

### **Predicted hours**

2-3 hours per week + attendance at Leadership team meetings



**THE DOULA**  
ASSOCIATION

### **Reapplication schedule**

It is anticipated that this role will last 12-18 months. You will have an opportunity to reapply for the role should you wish to. If you don't wish to reapply, once a successor is identified there will be a 2-3 month handover.

### **Remuneration**

In return for the work they will be doing, they will receive a free listing on The Doula Directory for the time that they are in the role. Expenses will also be considered and should be agreed beforehand.