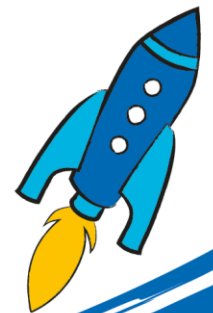


# Risk & Assurance Manager Candidate Briefing Pack



Dear Candidate

Thank you for your interest in becoming a Risk & Assurance Manager at The Children's Trust.

The Children's Trust is the UK's leading charity for children with brain injury. We are unique, with an international reputation for the work we undertake to improve the lives of the children and families with whom we work. We provide information and support to thousands of children with brain injury and their families annually, through education, care, therapy and research. We provide expertise and experience in meeting the needs of children and young people with acquired brain injury, neuro-disabilities and complex health needs.

As a Risk & Assurance Manager, you will report to the Head of Audit, Risk & Governance. Your role is a high-profile role in the organisation providing support to the Head of Audit, Risk & Governance in the implementation and oversight of effective risk management and assurance policies and procedures for the whole organisation.

You will be a natural and enthusiastic leader, able to support a high performing team.

This is a chance for an outstanding candidate to make a significant and lasting difference to the lives of thousands of children and families.

Kind regards

**Olivia Rowntree**  
**Head of Audit, Risk & Governance / Data Protection Officer**

## The Charity

The Children's Trust is the UK's leading charity for children with brain injury and neurodisability.

The charity provides rehabilitation, medical care, special education, community services and expert information.

Our key services are:

- Rehabilitation for children with Acquired Brain Injury (ABI)
- A non-maintained special school, with associated residential houses for children with complex education, health, therapy and care needs
- Support for children with ABI and their families in the communities across the UK, through our Brain Injury Community Services.
- Online information and support via our publications and [braininjuryhub.co.uk](http://braininjuryhub.co.uk)

Our residential services based at our national specialist centre in Tadworth, Surrey, work in partnership with the NHS and local authorities to provide a step-down pathway of care between hospital and home. The centre is entirely child and family focused to ensure that their needs are appropriately supported.

In the community, we provide clinical support to complement local services and give children and young people with ABI the best chance of succeeding at home and in school.

We are the only paediatric centre with a national specialised commissioning contract (through NHS England) to provide brain injury rehabilitation for children with severe brain injury. Our other services are funded through local health commissioners (such as clinical commissioning groups), social care and education authorities, together with the millions raised through voluntary fundraising.

Thanks to the generosity of The Children's Trust's supporters, our 24-acre Tadworth site features a modern hydrotherapy pool, accommodation for parents, specially adapted equipment, a nature trail and soft play areas.



We run a non-maintained special school for children with complex education, health, therapy and care needs with associated residential houses. The Children's Trust School supports children and young people from 2 - 19 years old and is dual-registered with the Care Quality Commission (the school residential houses) and Ofsted Education.

The Children's Trust is a charitable organisation with approximately 750 committed staff and over 1,000 volunteers with a range of expertise across nursing and care, education, therapy, operations and centralised support functions such as finance, HR, fundraising and communications. A number of these staff are based off site around the UK in our charity shops.

## Job Description

|                      |  |
|----------------------|--|
| <b>Job Title</b>     | Risk & Assurance Manager   |
| <b>Reports to</b>    | Head of Audit, Risk & Governance / Company Secretary               |
| <b>Level</b>         | Manager  |
| <b>Location</b>      | Tadworth, Surrey   |
| <b>Salary</b>        | £55,000 - £60,000 (full time equivalent) dependent upon experience |
| <b>Hours of Work</b> | 37.5hrs per week   |
| <b>DBS</b>           | Enhanced with Children's & Adult's Barred List                     |

## Job Purpose

The Risk & Assurance Manager is a high-profile role in the organisation providing support to the Head of Audit, Risk & Governance in the implementation and oversight of effective risk management and assurance policies and procedures for the whole organisation. You will attend the Audit & Risk Committee and other board committees from time to time to present on risk and assurance. With experience of delivering 2nd line risk and assurance activities within large, complex or heavily regulated organisation, you will be effective in building professional relationships and influencing and collaborating with colleagues from all disciplines and at all levels.

You will need to engage effectively with frontline and support colleagues to really understand the needs of our beneficiaries and the risks to the charity more broadly. The ultimate objective of risk management at The Children's Trust is to ensure the charity continues to deliver high-quality, safe and effective and financially sustainable services for vulnerable children now and in the longer-term.

Although the role does not have any formal direct reports, the Risk & Assurance Analyst will have a dotted line into the Risk & Assurance Manager, providing support particularly on business continuity but also on risk management as and when necessary.

## Duties and Responsibilities

- Your main objectives is to support the board and senior leadership team in ensuring the charity continues to deliver high-quality, safe, effective and financially sustainable services for vulnerable children now and in the longer-term;
- Under the guidance of the Head of Risk, Audit & Governance, and in collaboration with key stakeholders across the organisation, coordinate and manage the implementation and ongoing development of the charity's risk management framework; risk policies, risk appetite statement; "risk universe" and board assurance framework / assurance map;
- Undertake deep dive risk assessments and provide assurance over the effectiveness of internal controls from time to time as required by Audit & Risk Committee;

- Undertake a quarterly review of key financial controls and report findings to the Finance, Fundraising & General Purposes Committee and Audit & Risk Committee;
- Monitor and report on the implementation of agreed management actions designed to strengthen risk mitigation strategies / close compliance gaps and provide assurance on these to SLT and trustees.
- Prepare the risk update for SLT, the board and each of its committees including risk heat maps and key risk indicators for the charity's principal risks.
- Establish effective working relationships with other second line risk, quality and compliance functions and periodically monitor the effectiveness of their activities.
- Liaise with SLT directors to ensure departmental risk registers are in place and appropriately maintained.
- Facilitate risk workshops and provide online training on TCT's risk management policy and procedures. Meet regularly with risk owners to review risk responses and progress with actions. Ensure there is an effective process of escalation of significant risks to SLT and trustees;
- Prepare the annual review of the effectiveness of internal control and reporting on the principal risks for inclusion in the annual report and accounts;
- Take the lead on business continuity planning, working with the Risk & Assurance Analyst:
- Develop and implement the Business Continuity Management (BCM) framework and annual programme of work and advise on compliance with contractual requirements (in particular the NHS standard contract)
- Work in close partnership with Head of IT to ensure the IT Disaster Recovery Policy and Procedures are kept up to date and regularly tested
- Provide advice and guidance on BCM issues including the co-ordination, development, implementation and review of BIAs, BC plans, processes and procedures.
- Provide accessible reference data digitally and in hard copy as necessary for all staff
- Meet with Business Continuity Leads to establish routine and structure as well as the review of Business Impact Analysis and plans on an annual basis or when necessary
- Create awareness of the importance of crisis management and business continuity planning through communication and the provision of training and facilitation of role-based scenario walk-through exercises.
- Audit compliance with crisis management and business continuity plans
- Ensure the site-wide "forced-closure contingency plan" and "emergency site evacuation plan" is reviewed at least annually and kept up to date.
- Provide recommendations and other management feedback as appropriate
- As required, support the Head of Audit, Risk & Governance with other relevant and appropriate activities, such as: the annual insurance renewal process; and other governance related matters.
- Undertake other or additional duties that are within your skills and abilities, as the organisation may reasonably require from time to time.
- Undertake other or additional duties that are within your skills and abilities, as the organisation may reasonably require from time to time.

### **Professionalism**

- Adhere to the policies and procedures of The Children's Trust.
- Maintain professional boundaries and professionalism at all times.

### **Health and Safety**

- Adheres to all health and safety guidelines, including infection prevention and control.
- Provide evidence of a valid NHS Covid Pass or acceptable proof of Covid vaccination or medical exemption and all vaccinations (or medical exemption) required for the post.
- Adhere to manual handling procedures and complete mandatory manual handling training.
- Promotes the health and safety of others.

- Uses the incident reporting and risk assessment system (IRAR), to identify and report risks and incidents/actions if directed.
- Responsible for identifying and mitigating risk within the work environment.

### **Wellbeing and Emotional Resilience**

- Maintains a positive approach and outlook when dealing with change and overcoming challenges and problems.
- Recognises own limitations, develops realistic goals, and uses support network resource when or if necessary.
- Treats challenges and problems as a learning experience.
- Remains organised and focused when under pressure.
- Responds appropriately and effectively to all constructive feedback.
- Motivates self and others.

## Organisation and Structure



# Person Specification

| Selection Criteria:                   |   | Essential / Desirable               |
|---------------------------------------|---|-------------------------------------|
| <b>Education &amp; Qualifications</b> | <ul style="list-style-type: none"> <li>Advanced knowledge and practical experience of the discipline of enterprise risk management at a senior level</li> <li>Qualified accountant or internal auditor</li> </ul>   | Essential<br>Desirable              |
| <b>Experience</b>                     | <ul style="list-style-type: none"> <li>Significant experience in risk management, governance, internal audit or compliance roles in a large organisation</li> <li>Broad financial, commercial and operational experience gained in the public, private or third sector</li> <li>Experience gained in a charity, health or education setting and an understanding of the corresponding regulatory and compliance requirements</li> </ul> | Essential<br>Essential<br>Desirable |
| <b>Skills &amp; Knowledge</b>         | <ul style="list-style-type: none"> <li>Excellent collaboration, oral and written communication, influencing and interpersonal skills</li> <li>Comfortable engaging with stakeholders at all levels of the organisation</li> </ul>   | Essential<br>Essential              |
| <b>Personal Qualities</b>             | <ul style="list-style-type: none"> <li>Commitment to the vision and Promises of The Children's Trust.</li> <li>Flexible and 'can do' attitude to competing commitments in workload.</li> <li>Highly motivated and reliable.</li> <li>Ability to cope working in a demanding environment</li> <li>Commitment to maintaining personal wellbeing and the wellbeing of colleagues.</li> </ul>   | All Essential                       |

## Safeguarding

The Children's Trust is committed to safeguarding and promoting the welfare of children and young people. To achieve our commitment, we will ensure continuous development and improvement of robust safeguarding processes and procedures that promote a culture of safeguarding amongst our workforce.

The Children's Trust has policies on safer recruitment, the recruitment of ex-offenders and criminal record checks. Please refer to the People Team for further information.

## Equity, Diversity & Inclusion

At The Children's Trust we recognise how important it is to have leadership that reflects the children, young people and families that we support. We also recognise that staff, comprised of a range of skills, backgrounds and experiences will help us to better understand the needs of those we support, and how we can best represent their interests.

We, therefore, particularly welcome applications from disabled people, individuals from diverse ethnic backgrounds and those from other under-represented groups.

The Children's Trust is committed to achieving equity, diversity and inclusion (EDI) across all levels of the organisation. For further information, see: <https://www.thechildrenstrust.org.uk/about/statement-equity-diversity-Inclusion>

## Our Promises

Our Promises capture our strengths and aspirations. They guide the way we act, interact and come together to achieve our goals. The journey we took to reach our Promises has been an important one. A highly collaborative and iterative process that has seen each word shaped by our people – our volunteers, employees, partners, trustees, and suppliers. Perhaps most importantly, at the core of this process are our children, young people, and their families. This journey has given us a critical opportunity to give children and young people a voice. As a result, our Promises have been genuinely enriched by them. That's because how we work and carry out our role is as important as what we do, and that's why as part of The Children's Trust, we all need to live by our five Promises.

