

## Recruitment Pack – Governance and Compliance Manager

<b>Job title:</b>	<b>Governance and Compliance Manager</b>
<b>Responsible to:</b>	<b>CEO</b>
<b>Responsible for:</b>	<b>Administrator</b>
<b>Hours of Work:</b>	21-24 hours per week
<b>Location:</b>	Leeds
<b>Salary and:</b>	FTE: £32,960 Actual Salary: £19,776 - £22,601
<b>Staff Benefits</b>	<ul style="list-style-type: none"> <li>• 27 Days annual Leave (pro rata)</li> <li>• Paid monthly External Supervision</li> <li>• 4% contributing pension</li> <li>• Employee Assistance Program</li> </ul>
<b>Contract Length</b>	Permanent

### **The Team – Management Team**

The management team are the ‘core’ function of the organisation, providing leadership and management across business development, operations, finance and administration. The team are key in ensuring a well-supported and high-performing workforce and an excellent service to the women and young people we work with.

### **The Job**

As the Governance and Compliance Manager, you will be responsible for ensuring effective management of the charity's compliance with all relevant regulations and standards, alongside providing support to the CEO. This role requires a highly organized, detail-oriented, and proactive individual who can balance compliance duties with the fast-paced demands of supporting the CEO in various capacities.

You will take the lead in managing the office and administrative support for day-to-day operations including overseeing recruitment, onboarding and HR processes along with providing line management and lead the Administration Team (1-2 team members).

You will work closely with the Service Managers, Finance team and the CEO to ensure effective, efficient and safe operations, ensuring compliance across the organisation. As well as support the organisation in the implementation, delivery and management of the service in line with service specification and funder requirements

You will administrate the board of Trustees, organising meetings, taking minutes, managing recruitment and induction.

## Job Description

### 1. Main Responsibilities:

- **Regulatory Compliance:** support the management of compliance process relating to all relevant local and national regulations, including data protection, health & safety, and charity-specific legal requirements.
- **Health and Safety:** Ensure that effective Health & Safety procedures are in place and are acted upon
- **Internal policy development and Implementation:** Develop, implement, and regularly review internal policies and procedures to ensure adherence to compliance standards.
- **Risk Management:** Identify potential risks and issues related to compliance and help mitigate them through the implementation of corrective actions.
- **Audit and Reporting:** Lead internal and external audits (non – financial), prepare necessary reports, and communicate compliance status to senior leadership and relevant stakeholders.
- **Training and Awareness:** Provide compliance-related training for staff, volunteers, and board members to promote a culture of compliance across the organization.
- **Record Keeping:** Maintain accurate records of compliance activities, training sessions, audit results, and communications with regulatory bodies.
- **Meeting Preparation:** Prepare briefing materials and agendas for meetings and ensure all necessary documents are available.
- **General Administration:** Provide high-level administrative support, including document management, filing, and other tasks as required.

### 2. General Responsibilities

- Contribute to team meetings and organisational priorities, strategic goals and performance targets
- Actively engage in regular supervision to support professional development and reflective practice.
- Prioritise workload within agreed objectives referring to others as appropriate.
- Be flexible within the broad remit of the post
- Ensure that finance and resources are used effectively and within budget
- Work collaboratively on projects and priorities with your line manager which may vary from time to time
- Be proactive in keeping up to date with and generating development relating to your work (including policy updates)
- Abide by organisational policies and practices, and our values
- Support diversity and equality of opportunity in the workplace.

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Person Specifications	Essential or Desirable	Where Evidenced
<b>EXPERIENCE</b>		
Experience in compliance processes within a charity or non-profit setting, with an understanding of relevant regulatory frameworks (e.g., charity law, GDPR, financial compliance).	X	
Experience of working with Trustees or in a governance role, ideally within a fast-paced environment. This could be as a volunteer or in paid employment)		X
Experience of working in an administrative capacity in an office environment including setting up administration systems.	X	
Experience of supervising, adopting a responsive approach to individuals	X	
Experience of using data to produce monitoring reports	X	
Experience of working to deadlines and of prioritising workload	X	
Experience of working in a charity, educational, and or health and social care setting		X
<b>Skills and Abilities</b>		
Strong understanding of compliance regulations and their application in a charity context.		X
Great organisational skills, with the ability to prioritise and manage multiple tasks and deadlines.	X	
Excellent written and verbal communication skills.	X	
Strong attention to detail and accuracy.	X	
Advanced skills in office software, in particular Microsoft Office	X	
Ability to maintain discretion and confidentiality in handling sensitive information	X	
Understanding of client management systems or other data-management systems		X
Ability to work flexibly in order to meet the needs of the service	X	

<b>KNOWLEDGE</b>		
Understanding of Data Protection issues	X	
Understanding of charity compliance		X
<b>PERSONAL ATTRIBUTES AND OTHER REQUIREMENTS</b>		
Strong commitment to collaborative and team working	X	
Understanding of and commitment to equality, valuing diversity and anti-discriminatory practice. Cultural awareness, sensitivity and commitment to challenge oppression.	X	
Ability to relate to managers in positive mature way.	X	
Trustworthy, honest, reliable, adaptable, conscientious, tolerant, enthusiastic, motivated, adaptable/flexible approach.	X	
Warm, friendly approachable professional manner	X	
Aware of duties and responsibilities within health and safety requirements	X	

