



Recruitment Pack - Compliance Officer

Day One is an ambitious young charity dedicated to supporting people affected by serious and life changing injury. Maturing and entering our fifth year of operation we are entering an exciting phase of development.

In just a few years, Day One Trauma Support has evolved from a pioneering idea into a movement — with people affected by serious and life-changing injury supporting each other and showing that recovery is more than just survival.

We are committed to building on these foundations — because our greatest strength is our community: people with lived experience who are experts in their own recovery.

Alongside our ‘community’ are our specialist teams who are experts in ‘being there’ from Day One, wrapping the right support around people in the immediate aftermath of injury, through to the later stages of recovery.

Our Strategic Ambition:

To build a UK-wide community of support, anyone affected by serious and life-changing injury can easily connect, to find information about recovery and those who can support their journey.

Day One Trauma Support’s challenge is clear: to grow in depth, reach, and influence. Continually reviewing and improving, designing and testing new approaches when we spot unmet need or an opportunity to do better. — this will help us move towards achieving our vision: **a future where no one is left to cope with serious and life-changing injury alone.**

Our mission is to help anyone affected rebuild their life — from Day One and for as long as it takes.

Joining at an exciting time as we prepare a three-year strategy 2026-29.

You Will Bring:

A strong understanding of internal governance frameworks, ability to implement and coordinate risk management principles and processes and a strong understanding of regulatory compliance. You will demonstrate exceptional attention to detail, sound judgment, and the confidence to ensure processes are applied across the organisation. With strong analytical and problem-solving skills, you will proactively help others to identify risk and implement and record effective mitigations and

controls. You will be able to implement processes which support continuous learning and improvement of policies and procedures. You will work closely with others who have a responsibility for compliance, quality measures and risk identification processes ensuring seamless working across departments.

You will also bring excellent written and spoken communication and have strong interpersonal skills, which enable you to deliver training to others and to foster a culture of integrity around compliance. You will build trusted relationships across the organisation while maintaining independence and objectivity in your own role, having the confidence to speak up if change is needed or processes and practice needs to change.

We're looking for someone who is highly organised with attention to detail and is able to work collaboratively with a focus on operational delivery

We are a Living Wage accredited employer and offer an excellent benefits package within an inclusive and supportive working environment.

You can learn more about Day One Trauma Support [here](#)

It's such an exciting time to join an ambitious rapidly growing national charity

How to apply

Please send your CV and supporting cover letter to Charity Jobs outlining why you're interested in the role. Please take your time to explain how your experience is relevant to this post.

Closing date: 9am Monday 6th April 2026

Interviews:

First stage virtual: w/c 13th April 2026

Second stage in-person (Leeds): w/c 20th April 2026

To ensure our recruitment process is inclusive, we are happy to reimburse reasonable travel costs for in person interviews.

We know that some people, especially those from marginalised backgrounds, may hesitate to apply unless they meet every listed requirement. If this role excites you and you believe you could make a strong contribution, we warmly encourage you to apply.

We actively welcome applications from people whose backgrounds are under-represented in the charity sector, including but not limited to: people from black, Asian and minority ethnic backgrounds, LGBTQ+ people, people with disabilities.

Job description

OVERVIEW	
Job title	Compliance Officer
Reports to	Finance and Operations Manager
Hours	22.5 hours per week (0.6 Full Time Equivalent) It is expected that work may be required outside normal working hours occasionally. However, we encourage flexible working patterns to accommodate this
Contract	Permanent – subject to a six-month probation period
Salary	£30,000 - £32,000 pro rata, depending on experience and qualifications
Location	Hybrid working, with regular travel to our office in Leeds. Other travel across the regions as required. All travel costs are reimbursed.
Job share	Yes
Benefits	<ul style="list-style-type: none"> • 26 days annual leave per year, pro rata for part-time posts. Plus your birthday and Bank Holidays • Auto-enrolment into pension scheme; 5% employer contribution, from 3% employee contribution • Employee Assistance Programme including 24 hour Advice and Information Line and face to face structured counselling • DoctorLine - 24/7 telephone access to a practising UK GP from anywhere in the world • Specsavers eyecare vouchers • BUPA flu vaccines • Discounts on gym memberships, digital fitness subscriptions and equipment across the UK • A wide range of discounts and rewards through Westfield Rewards • Eldercare Advice through Westfield Health • £250 budget for suitable equipment to enable home working.
PURPOSE OF THE ROLE	
<p>You will safeguard the charity by contributing to robust internal governance and compliance processes, supporting risk identification and management processes and being mindful of relevant legislation and regulation. You will be able to interpret regulatory guidance and make suggestions for changes to internal processes, including but not limited to guidance published by the Charity Commission for England and Wales and the Information Commissioner's Office.</p> <p>Through the development and utilisation of new and existing processes, you will provide assurance to the charity's leadership teams that the organisation operates in</p>	

line with statutory obligations, internal policies and procedures and recognised best practice standards.

You will co-ordinate and support the development, implementation, and regular review of policies and procedures that underpin strong internal controls and transparent decision-making. You will support colleagues with identification, assessment, and monitoring of incidents and operational risks, helping to record proportionate controls and review periods to protect all stakeholders. In doing so, you will promote a culture of accountability, ethical conduct, and continuous improvement across the charity.

This role focuses on the processes that support operational day-to-day governance and compliance, as opposed to overarching governance which falls to the responsibility of the CEO, supported by the Board Secretary/ Executive Assistance role.

You will work closely with the Finance and Operations Manager, Quality Assurance Manager and external Data Protection Officer to ensure a co-ordinated and streamlined approach to governance, compliance and risk across the whole organisation.

This role is not responsible for:

- Acting as Board Secretary
- Strategic decision making
- Providing legal advice
- Acting as the Data Protection Officer

KEY RESPONSIBILITIES

As the Compliance Officer, your key responsibilities will be:

General

- Co-ordinate the monthly Governance, Compliance and Risk meetings.
- Ensure a summary of the meetings and any risks identified during the meetings are escalated to the Senior Leadership Team (SLT).
- Ensure actions arising from the meetings are recorded and completed in a timely manner and shared appropriately.
- Attend leadership meetings when required to highlight changes to relevant policy or legislative changes.
- To be responsible for the induction of new employees in governance and compliance and risk matters.

Governance

- Co-ordinate the development and regular update of internal policies and procedures in conjunction with department leads.
- Ensure new policies or procedures and significant revisions of these are reviewed and liaise with the Board Secretary to ensure they can be approved by relevant leadership group or Board Committee.
- Ensure policies and procedures are implemented in a timely manner and assist department leads with roll out of training which supports policy implementation.

- In conjunction with the Finance and Operations Manager and the Quality Assurance Manager, support policy and procedure compliance and reporting of this across teams
- Responsible for the management of Conflicts of Interests register for employees and ensure annual declarations are made on a timely basis, that line managers are cited where needed and that any conflicts are properly documented.

Risk and Assurance

- Champion risk management throughout the charity, promoting a positive risk culture that encourages transparency and accountability.
- Support the leadership team to maintain and regularly update the Operational Risk Register with appropriate scoring of risks and escalation to the SLT and Extended Leadership Team when required (the Strategic Risk Register is maintained by the SLT).
- Work with and support colleagues to develop risk mitigation plans and controls, as well as associated action plans.
- Ensure risk and control review through the Governance, Compliance and Risk meeting and record the closure or archiving of risk in order to help reduce it.

Regulatory Compliance

- Ensure compliance with Charity Commission and Information Commissioner's Office guidance
- Coordinate regulatory reporting (excluding Charity Commission and Companies House filings which are carried out by the Company Secretary)
- Act as a first point of contact for operational compliance issues.

Data Protection and Information Governance

- Support GDPR compliance and information governance processes by following guidance from the Data Protection Officer.
- Coordinate responses to data breaches in a timely manner and liaise with the Data Protection Officer who will oversee and guide the response.
- Ensure appropriate escalation and discussion with Managers / Directors regarding data breaches.
- Coordinate the production and maintenance of data protection impact assessments (DPIAs) and ensure they are regularly reviewed.
- Coordinate responses to Subject Access Requests (SARs) within legal timeframes and liaise with the external Data Protection Officer who will oversee the response, ensuring managers are cited.
- Liaise with IT on cyber and data risks.
- Support incident reporting and breach management including reporting to SLT where relevant.
- Liaise with the outsourced Data Protection Officer on any other relevant matters.

Internal Controls and Continuous Improvement

- Liaise with the Finance and Operations Manager and Quality Assurance Manager to monitor compliance with internal controls and procedures.
- Identify operational governance weaknesses and work with others to recommend improvements/learning.
- Support staff training on governance, risk and compliance matters.
- Support internal audits and the Quality Assurance function where required.
- In conjunction with the the Finance and Operations Manager and Quality Assurance Manager, track actions arising from audits or reviews and ensure actions are completed in a timely manner.

OTHER – TO NOTE

Development of the job description

The job description is subject to future review. The post holder is expected to contribute towards determining the future content of this role in the best interests of the charity as it develops and grows.

Equality, Diversity and Inclusion

Day One Trauma Support is proud to commit to creating and celebrating a diverse and inclusive team to deliver the best quality service to our clients that we can. Our clients are unique, and we want you to be too. We are a welcoming and inclusive employer providing a family friendly and flexible environment. We are supportive of everyone regardless of their background. We'd like you to be able to bring your authentic self to work. We really value that. Be you!

Disclosure and Barring Service and online checks

If you are offered a position, you will be required to undertake a DBS. In addition, candidates who are shortlisted will be subject to a social media check.

Working on hospital sites

While your contract of employment is with Day One Trauma Support, when you are working on site at NHS Trusts you must comply with any site rules, protocols and measures that are in place on that site or specific to the work you are undertaking. These will be discussed with you and will form part of any agreements between Day One and the respective NHS Trust/s.

For example, these may include:

- Access and infection control
- Health and safety
- Confidentiality
- Patient protocols

Person specification

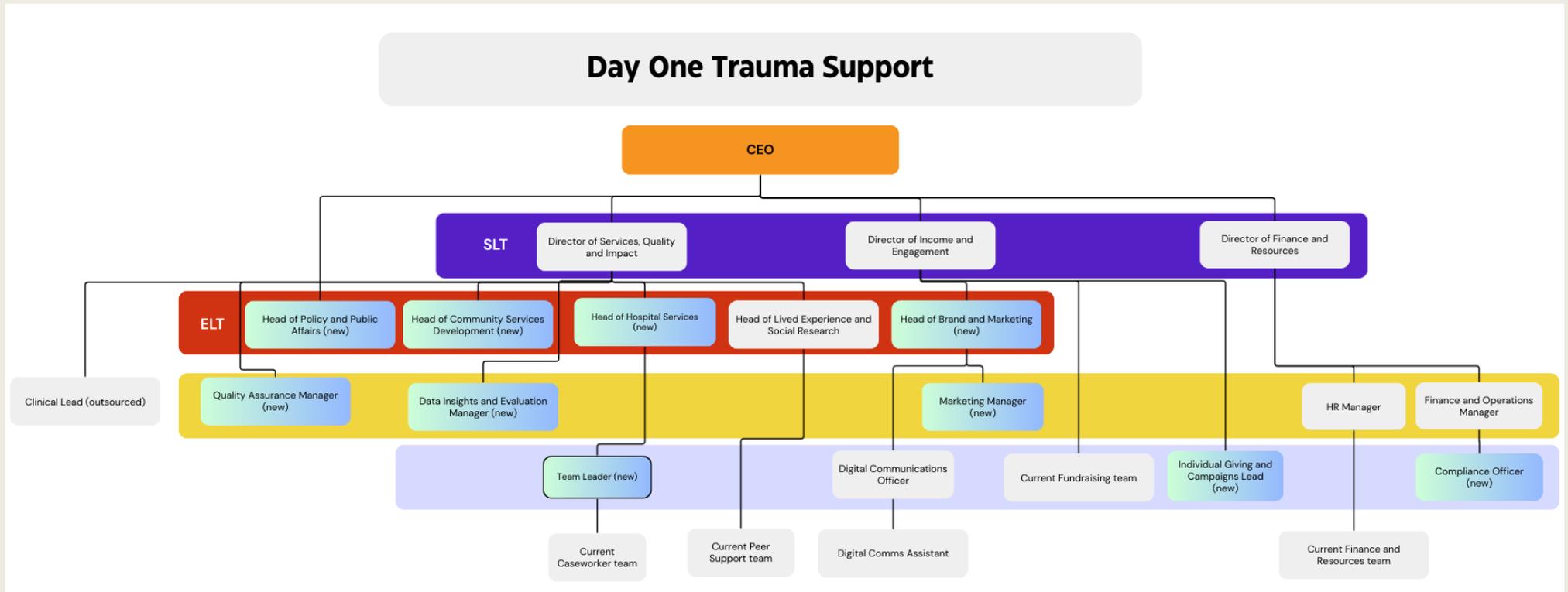
	CRITERIA	IDENTIFIED THROUGH
KNOWLEDGE, EXPERIENCE, SKILLS, and ATTRIBUTES		
Essential	<ul style="list-style-type: none"> • Good understanding of operational governance frameworks and processes and the ability to identify areas for development. • 3+ years' experience in risk identification, management and compliance processes. • An understanding of data protection legislation (you will work under guidance from the Data Protection Officer). • Ability to act with integrity and bring issues of relevance and importance to senior colleagues for action and alert. • Excellent organisational skills, attention to detail, accuracy, and timeliness. • Demonstrate you can work to a clear plan and be accountable for completion of timetabled work. • Strong IT skills and have experience working across a range of software packages such as Microsoft 365, Word, Excel, PowerPoint, and Teams. • Be able to produce accurate reports, action logs and meeting documentation. • Excellent written and verbal communication skills, with a clear understanding of the needs of the audience. • Proven ability to co-ordinate cross-organisational relationships. 	CV / Interview
Desirable	<ul style="list-style-type: none"> • Knowledge of UK charity regulation and governance. • Knowledge of or experience in the health, disability or social justice sectors. • Understanding of trauma-informed practices. • Experience working with external agencies or suppliers (Data Protection Officer and IT). 	CV / Interview
	<p>Qualifications</p> <ul style="list-style-type: none"> • Relevant compliance or risk qualifications would be desirable (e.g. International Compliance Association, Institute of Risk Management). 	CV

Our Values

Of course, it isn't just what you do but how you do it that's important too. We've included our values and behaviour framework so that you can see how we promote working with others and what's important to us. This is who we are:

CORE VALUES	KEY BEHAVIOURS
Caring	<ul style="list-style-type: none"> • We accept, recognise and value people's differences. • We always treat people with respect. • We take time to listen carefully and understand, responding to individual circumstances • We support people in the way they wish to be supported.
Ambitious	<ul style="list-style-type: none"> • We proactively seek out opportunities that may be beyond traditional approaches • We inspire people to be ambitious, for example, our patients about their hopes for recovery, our employees to reach their potential • We embrace change to maximise opportunities and develop our potential • We develop partnerships that enable us to stretch our abilities
Open	<ul style="list-style-type: none"> • We are transparent and accountable, being happy to share information and provide a rationale for actions • We listen to feedback, especially from those with lived experience, to continuously improve • We collaborate with others, sharing learning and best practice • We are alert and open to new ideas and the world around us
Authentic	<ul style="list-style-type: none"> • We communicate honestly and constructively being mindful of our impact on others • We listen to those with lived experience to ensure this is at the heart of our work, informing what we do and responding to their needs • We challenge appropriately asking questions in a respectful way
Inclusive	<ul style="list-style-type: none"> • We value diversity in the broadest sense including diversity of thought, ideas and experience • We respect people's choices and act in a non-judgemental manner • We are supportive and encouraging of everyone regardless of their background • We treat people how they wish to be treated

Organogram



Additional information

Annual leave	Annual leave is 26 days a year (pro rata for part-time posts) plus your birthday. The leave year runs 1 April to 31 March. Team members are also entitled to full pay for all public and bank holidays.
Hours of work	Standard working hours are 37.5 hours per week, Monday to Friday. Due to the nature of this role, team members are sometimes required to be flexible in terms of when these hours are worked and may occasionally need to work evenings or weekends.
Incremental pay rises	As a charity, Day One does not automatically award annual pay rises and any pay increase will be based on the affordability to the charity.
Mileage and expenses	Team members are able to reclaim mileage at 45p per mile when they use their own vehicles for work purposes (excluding whilst travelling to their primary place of work if site based). Team members must be insured for business use, have a valid driving licence and a roadworthy car before mileage can be claimed. Other out of pocket expenses will be reimbursed. Further details are provided on induction.
Pension scheme	All new team members will be automatically enrolled in the pension scheme, 5% employer contribution, from 3% employee contribution and full details will be provided during induction.
Probation period	All new team members are required to complete a successful 6 month probation period. During this period team members will be assessed against set objectives.
Relocation expenses	Day One is unfortunately unable to provide relocation expenses to potential team members.
Sickness	In addition to Statutory Sick Pay, contractual sick pay will be paid for up to five days for the first six months from the first day of sickness. After this you are entitled to contractual sick pay of up to one-month full pay and one month's half pay.