

JOB DESCRIPTION

JOB TITLE:	Compliance Lead
TEAM & DEPARTMENT:	People, Education and Inclusion
SALARY:	£24,000 p.a.
HOURS:	21 hours per week (Monday – Friday cover, minimum of 3 hours each day)
LAST UPDATED:	December 2024
RESPONSIBLE TO:	Head of People

NCT is a charity committed to social justice and Equity and Diversity, believing inclusion is everyone's responsibility. We believe we all have a collective responsibility to demonstrate our commitment to celebrate diversity, challenge inequality and build an inclusive workforce and environment, so all our people can thrive, and we can best represent and meet the needs of the pregnant women, new parents, families and communities we serve.

MAIN PURPOSE

The main purpose of the Compliance Lead role is to ensure a safe, supportive and compliant environment for everyone in the NCT Community including parents and beneficiaries during their interactions with NCT. This role involves ensuring that established Health & Safety [H&S] and Safeguarding policies and practices are followed and, periodically, leading on reviews and updates to these policies and practices to protect individuals from harm, abuse and neglect.

The Compliance Lead also serves as the point of contact for H&S and Safeguarding concerns, providing guidance and support to staff, practitioners, students and volunteers while ensuring that any incidents are appropriately reported and managed in line with legal and regulatory requirements. By proactively addressing both H&S and Safeguarding concerns, the Compliance Lead aims to:

- create an environment where all individuals feel secure, empowered and able to thrive and promoting the importance of H&S and Safeguarding considerations across all our practices, operations and activities;
- provide leadership for all H&S and Safeguarding activities - this is a dynamic and demanding responsibility in a charity with around 200 staff, 650 self-employed practitioners, 5,000 volunteers plus many diverse partners and stakeholders;
- promote the safety and welfare of any children and vulnerable adults involved in NCT's activities at all times; and
- enable everyone to play their part in achieving NCT's goals with H&S and Safeguarding at the heart of operations and decision-making while assisting those with direct responsibilities to access appropriate guidance on how to fulfil these responsibilities.

The Compliance Lead is the key person that Trustees and Directors look to in ensuring that the correct, practical H&S and Safeguarding systems are in place.

RESOURCES CONTROLLED

General

- Access to the Strategy, Operations and Compliance [SOC] Team to support communications and engagement

Health and Safety

- H&S budget

- Direction of external H&S consultants and the areas where their time is spent to provide additional capacity beyond day-to-day requirements

Safeguarding

- Safeguarding budget
- Co-ordination and oversight of the work of the Safeguarding Team
- Access to the Safeguarding Lead Trustee

JUDGEMENT AND DECISION MAKING

- The Compliance Lead will have significant operational and budget autonomy and ability to make independent decisions, within the framework of our organisational planning and budgeting frameworks.
- The role will have access to the Chief Executive as required and the Board at least annually.
- Able to work autonomously to advise and guide on H&S and Safeguarding as the Compliance Lead for NCT.
- The ability to shape and lead decisions relating to the development and implementation of H&S and Safeguarding Policies, procedures, systems and protocol is critical.
- Responsible for making decisions on the management of H&S Incidents and Safeguarding concerns, leading NCT's response where appropriate and escalating and referring to external agencies as required.

LIAISON

- Directors, Heads of Department, Managers, Staff, Practitioners, Students, Volunteers and other interested parties across all NCT Directorates.
- Head of People, including through regular one to one meetings.
- Senior Leadership Team.
- SOC group, including at monthly meetings.
- External H&S consultancy partner.
- Co-ordinating and overseeing the members of the NCT Safeguarding Team.
- Liaison with statutory organisations as appropriate.
- Works with NCT's two other staff members who are trained as DSLs.
- Liaison with Trustee Safeguarding Lead.
- Comms and PEI Teams

MAIN RESPONSIBILITIES & DUTIES

Organisational Support

- Work collaboratively and diplomatically on H&S and Safeguarding matters:
 - ensuring consistent approaches across all activities;
 - providing tailored communications across all internal and external audiences;
 - supporting everyone at NCT on all H&S and Safeguarding matters; and
 - providing a focal point for all H&S and Safeguarding queries.
- Work alongside the SOC to ensure that everyone at NCT is aware of their H&S and Safeguarding responsibilities and can carry these out, including the conduct of risk assessments and reporting of undesired events and concerns
- Work alongside the People, Education and Inclusion team to ensure that differentiated training of H&S and Safeguarding is provided to staff members, practitioners, students and volunteers when they join NCT and throughout their time with NCT
- Promote a positive culture throughout NCT, supporting the Directors Group to drive and promote good practice and a culture of continuous improvement in H&S and Safeguarding matters

Reporting

- Report regularly to Directors Group and the Board on issues relating to H&S and Safeguarding, including the Trustees Annual H&S Review to Board.
- Produce information and updates for the quarterly Incident report and the quarterly CEO Report, sharing key highlights with the SOC.
- Liaise with, pass on information to and receive information from external agencies, including the HSE and statutory child and vulnerable adult protection agencies

Policies and Procedures

- Maintain and develop NCT's H&S Policy and procedures, enhancing them in line with legislative changes, evolving best practice and changes to NCT's services and activities
- Take a lead role in developing, reviewing and implementing NCT's Safeguarding Policy and Procedures: ensuring all Safeguarding issues concerning any children and vulnerable adults who take part in NCT's activities are responded to appropriately.

Systems and Processes

- Maintain and develop systems to manage health & safety across all NCT's activities
- Identify actions that will reduce NCT's exposure to H&S and safeguarding risks
- Investigate undesired events and provide corrective actions and lessons learned where required
- Maintain all H&S registers, including the Master Action List
- Audit and verify health and safety activities and processes (both internally and third party)
- Create, maintain and enhance H&S and safeguarding requirements and systems

Safeguarding Team

- Lead and manage the NCT Safeguarding Team to ensure that:
 - information from anyone who has a concern about another person is received and recorded; and
 - information that may constitute a child or vulnerable adult protection concern is responded to appropriately, this includes assessing and clarifying the information, making referrals to statutory organisations as appropriate.

Self-Development

- Undertake regular learning and development in issues relevant to H&S and Safeguarding, sharing knowledge with everyone at NCT.
- Keep abreast of developments in H&S and Safeguarding and reflect these in NCT's practices
- Attend Safeguarding supervision sessions as arranged.
- Be familiar with and work within inter-agency child protection procedures developed by local child protection agencies

NCT VALUES

- Welcoming - We are always welcoming, creating connections and building communities.
- Collaborative - We achieve better outcomes by working together.
- Inclusive - We ensure equity and inclusion are core to who we are and what we do.
- Bold - We are bold, brave, and progressive.
- Trusted - We provide trusted, high-quality, evidence-based information, support, and services.

SAFEGUARDING and HEALTH & SAFETY

The welfare and safety of individuals is at the heart of everything that we do. NCT is committed to the health and safety of everyone in the NCT community; and to safeguarding and promoting the welfare of children and adults and expects all staff to share these commitments.

DECLARATION

This job description is intended to be forward thinking and indicative rather than final and exhaustive. The listed responsibilities and key duties and tasks may develop and evolve over time and NCT reserves the right to update and/or remove certain elements. NCT endeavours to keep substantial changes to a minimum and to promptly update this job description to take account of such developments.

PERSON SPECIFICATION

	Health and Safety		Safeguarding	
	Area	Essential / Desirable	Area	Essential / Desirable
Knowledge & Experience	Good knowledge of health and safety legislation and the ability to put knowledge into practice operationally	E	Experience in working and communicating effectively with relevant Safeguarding agencies.	E
	Experience of developing and improving risk assessments, safe operating procedures, systems, data flows, controls and reporting	E	Experience of implementing and encouraging good Safeguarding practice throughout a large organisation	E
	Experience of ISO 45001 / HSG 65 (creation, implementation and maintenance) with demonstrable experience of setting up and maintaining health & safety processes and procedures	D	Experience of handling sensitive data and upholding the principles of confidentiality	E
	Accident Investigation Training and experience	D	Safeguarding experience in the voluntary sector	D
Qualifications	Formal recognised occupational health & safety training, e.g., NEBOSH Certificate (preferably at Diploma level / L6)	D	Qualification in, and/or equivalent experience of, managing Safeguarding concerns relating to both children and adults	E
	Professional membership of IOSH - (minimum Graduate level and working towards chartered level)	D		
	Recognised lead auditor qualification	D		

Skills	Essential / Desirable
Ability to work under pressure and prioritise effectively	E
Ability to engage and positively influence individuals with different relationships within an organisation	E
Able to demonstrate empathy, care and compassion when responding to Safeguarding concerns	E
Commitment to ensuring the health and safety of all members of the NCT community and the safety and welfare of children and adults at risk of harm	E
Openly inclusive; acting with tolerance and respect; committed to NCT's equity, diversity and inclusion commitment	E
Ability to learn and understand NCT information, support and services delivered by practitioners, peer supporters, staff and volunteers	E
Comfortable in developing and maintaining organisational objectives and targets, maintaining central records and dashboards to support team and board-level reporting	E
Ability to develop and deliver effective H&S and Safeguarding training to varied and multiple audiences	E
Agility/flexibility to changing requirements	E
Strong communication skills, both spoken and in writing	E
Ability to manage a team without direct line responsibility	E