

# RECRUITMENT PACK

RISK MANAGER

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# JOB DESCRIPTION



# KEY INFORMATION



## Job Title and Code

Risk Manager (BDCH6167a)



## Department/Team

Finance & Corporate Services



## Location

Battersea, Lonon (Hybrid)



## Salary & Grade

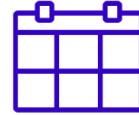
£58,500 per annum

Grade B2



## Hours

35 hours per week, but we're always happy to discuss flexible working, part time hours and job share arrangements



## Duration

Permanent

# ABOUT THE ROLE

To manage and improve Battersea's existing enterprise risk management approach at a strategic and operational level.

Battersea's Finance and Corporate Services incorporates a range of functions that support the rest of the organisation. From IT helpdesk and systems support, to financial accounting, legacy administration, audit, governance, compliance and risk (GRC), procurement and facilities management. These teams work strategically and collaboratively to ensure that Battersea can be here for every dog and cat.

# RESPONSIBILITIES

	Estimated % time
Support Battersea to create a culture of consistent and high-quality risk management.	20%
Support the organisation in maintaining a framework for enterprise risk management, empowering management to be accountable for the processes and controls that they own, and ensuring that they operate within the organisation's risk appetite.	20%
Work with the directors and trustees to set risk appetite and explain the various strategic risks within Battersea.	10%
Manage and oversee Battersea's Business Continuity Plan and supporting processes, including evacuation plans.	10%
Ensure risk -related actions from Audits or other assurance work, or from applicable governance committees are recorded and monitored to a timely completion.	10%
Line manage our Health and Safety Advisor, working with them to ensure appropriate compliance and good practice.	10%
Maintain and update internal risk registers.	10%
Co-ordinate our internal audit programme quarterly with our internal auditors and relevant departments/teams.	5%
Produce reports and presentations for Board meetings and other information as required by the Trustees.	5%

# PERSON SPECIFICATION

## ESSENTIAL

- Strong experience of being a risk leader and practical application of risk management across a similarly sized organisation.
- A recognised risk qualification (e.g. PRM, IRM, ICA)
- Comprehensive understanding of enterprise risk management, processes, systems and procedures.
- Significant analytical skills, with experience of understanding and identifying an organisation's issues and risks, using sound judgement to develop appropriate solutions.
- Significant interpersonal and consultative skills, with experience of negotiating, influencing and building credibility with stakeholders and colleagues at all levels.
- Experience of dealing with sensitive issues with empathy and resilience
- Proven ability to manage a high workload and multiple priorities whilst meeting deadlines
- Excellent written English with experience of writing organisational policies and procedures and presenting complex information clearly and concisely for a range of audiences. Numerate and competent user of MS Office.

## DESIRABLE

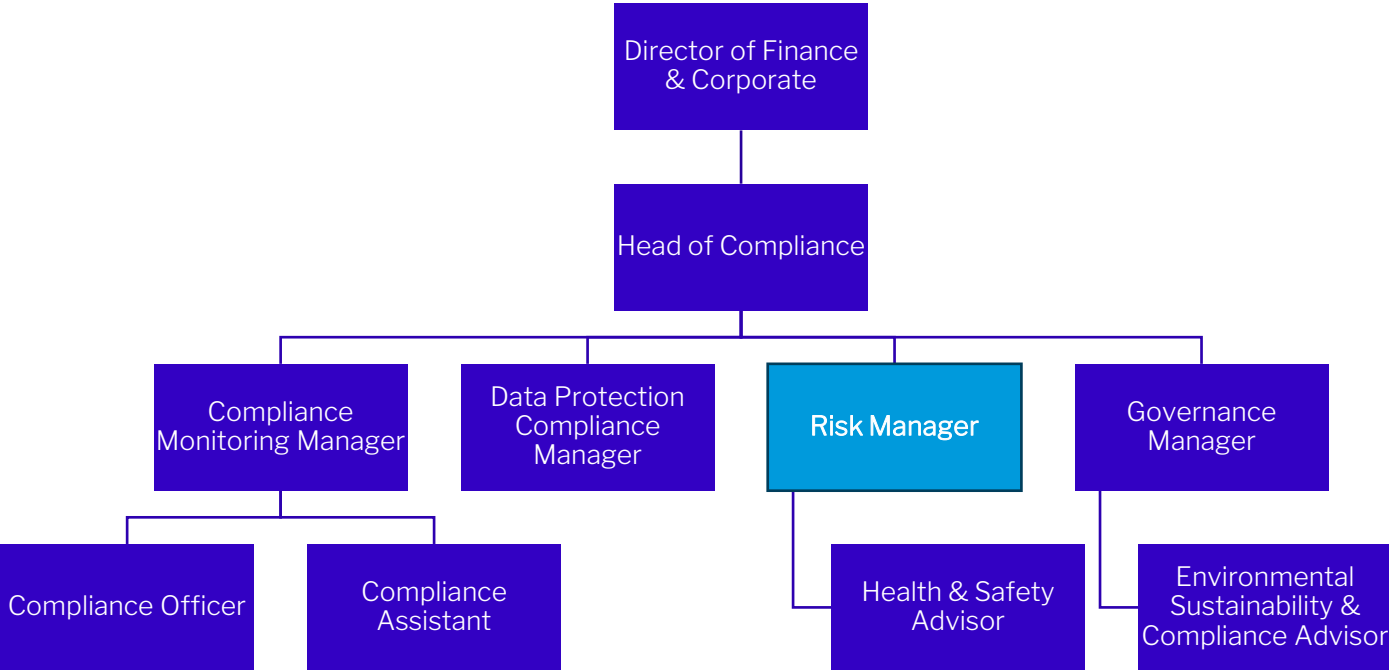
- Experience with organisations that work internationally.
- Experience of animal handling risks.
- Experience health and safety risks.
- Experience of reporting to and communicating with Executive team, Council of Trustees on risk matters.



## HYBRID WORKING POLICY

We operate a hybrid working policy, with our office-based staff splitting their time between site based and home working. We believe this enables our office-based staff to maintain the benefits of home working, while allowing for collaboration and interaction with our animal-facing staff and maintaining a connection to our cause. As such, you'll be expected to work in our Battersea office for at least 50% of your working week.

# POSITION IN THE TEAM





# YOUR APPLICATION



# KEY DATES



## Closing Date

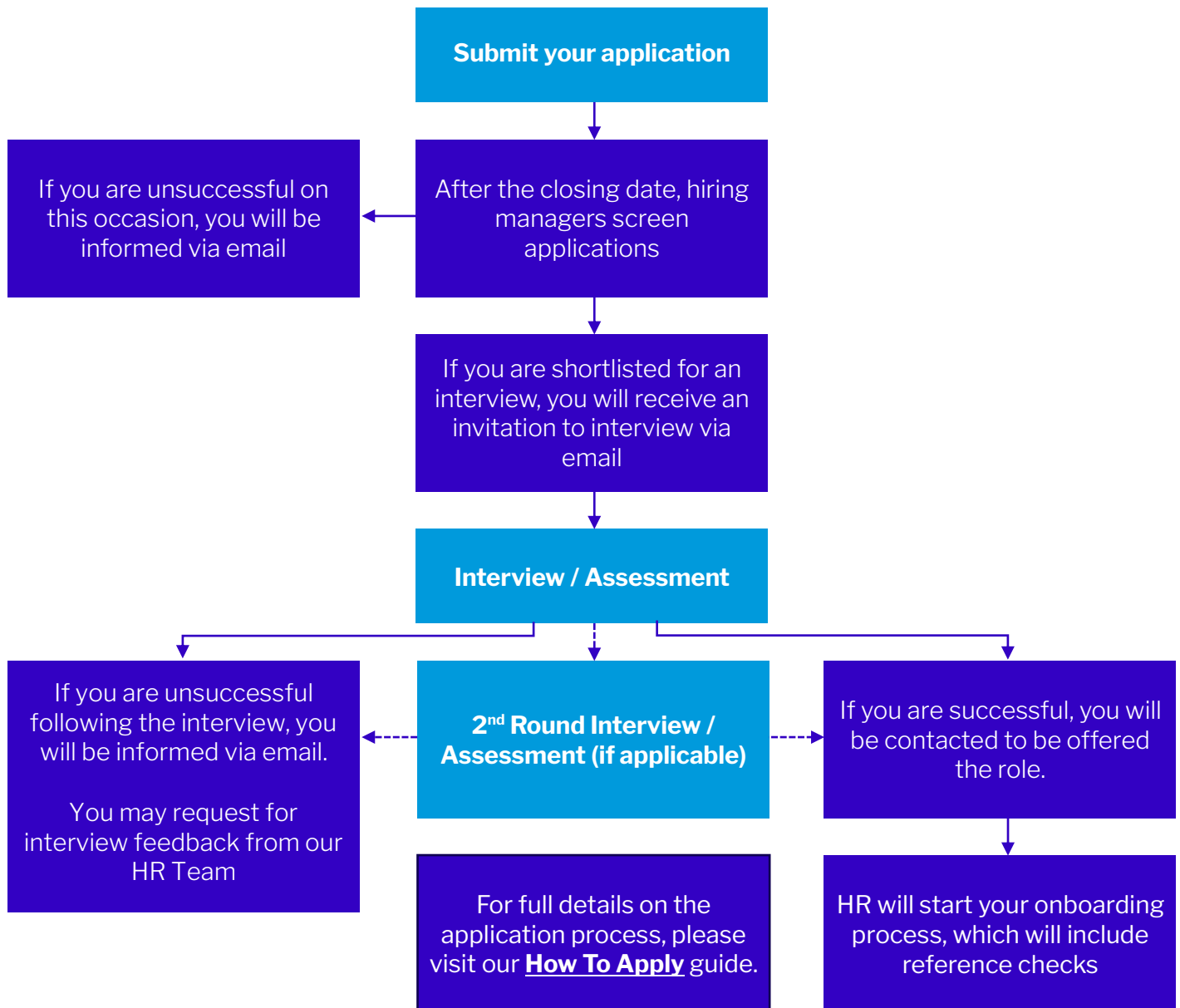
6<sup>th</sup> January 2025



## Interview Date

w/c 13<sup>th</sup> & 20<sup>th</sup> January 2025

# APPLICATION PROCESS





# COMPLETING YOUR APPLICATION

The information below is provided to support you with completing your application.

- Our application forms will ask you for:
- Employment History
- Educational History (which is non-mandatory)
- Either a supporting statement of no more than 1000 words; or
- Responses to short-answer questions.

The statement and short-answer responses are a very important part of your application. This is your opportunity to showcase your knowledge, skills and experience, and how this relates directly to the person specification for the role.

Please provide specific examples where possible and demonstrate your key achievements. You might also consider referencing Battersea's key values in your application (for more on these values, please see the Life at Battersea document).

Once your application is complete, we encourage you to provide your diversity monitoring information. Whilst this is entirely voluntary, completing this information will form part of an anonymised data set to help us understand, measure and take action to ensure our processes are inclusive. Your information will remain confidential, be held in line with GDPR requirements and will not be used to determine whether you are shortlisted for any role (s) you apply for.



# DIVERSITY AND INCLUSION

## OUR COMMITMENT

We are committed to providing a welcoming and inclusive experience for all staff, volunteers and trustees and those hoping to join us. We operate an anonymised shortlisting process and actively seek to ensure our process is fair and equitable for all.

We understand the value of diverse voices, perspectives, and experiences to help us deliver even more for our dogs and cats, and we welcome applicants from all sections of the community.

## WORKPLACE ADJUSTMENTS

As a Disability Confident Committed Employer, we will also ask about any adjustments you may need at the application and/or interview stage. And, if you are offered a role with us, we'll talk to you about any workplace adjustments you may need to help you perform at your best. If you would like to talk more about this, please contact 020 3887 8341 or email [jobs@battersea.org.uk](mailto:jobs@battersea.org.uk)

# REQUIREMENTS FOR WORKING AT BATTERSEA

Please note that all offers of employment require:

- References deemed satisfactory by Battersea
- Proof of eligibility to work in the UK. For details on which documents can be used to certify your right to work, please refer to [Prove Your Right to Work](#)

## DATA PROTECTION

The information you provide in your application will be used by Battersea Dogs and Cats Home to assess your suitability for the role you have applied for.

Any special category information (such as information relating to ethnicity or sexual orientation) you choose to provide will only be used by Battersea to monitor and report on diversity and equality of opportunities. The provision of this information is entirely voluntary and will not be used in determining whether you are shortlisted for the role you have applied for.

Further information about how we protect and use your personal data is set out in our [Job Applicant Privacy Notice](#) or contact our Data Protection office at [DataProtection@battersea.org.uk](mailto:DataProtection@battersea.org.uk)



# BATTERSEA

HERE FOR EVERY DOG AND CAT

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**BATTERSEA DOGS & CATS HOME**

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Battersea is a charity registered in England and  
Wales (206394)

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Patron HRH The Duchess of Cornwall GCVO  
President HRH Prince Michael of Kent GCVO

