



Job Description

Title:	Risk & Business Continuity Manager
Directorate:	Finance and Resources
Responsible to:	Head of Strategic Planning
Grade:	3.1

Main purpose of the job

The Risk & Business Continuity Manager at Blue Cross plays a pivotal role in ensuring effective risk management practices across the organisation. You will lead the enhancement and development of the existing risk management framework, ensuring alignment with best practices and UK regulatory standards. This framework serves as the cornerstone for evaluating, prioritising, and mitigating risks throughout all directorates and operational areas.

Collaborating closely with the Head of Internal Audit, you will ensure the risk management framework is integrated into all business operations, fostering a culture of accountability and proactive risk mitigation. You will also liaise with the Executive Team and make a significant contribution to the Board of Trustees, giving strategic guidance to ensure high standards of risk and business continuity are achieved.

Your responsibilities include providing strategic advice to senior management and the Board on risk management matters, translating complex data into actionable insights that drive informed decision-making.

As a key subject matter expert on risk management, you will prepare comprehensive reports for senior management and the Audit & Risk Committee, highlighting key risks, trends, and progress on mitigation efforts. You will also oversee internal controls testing to ensure adherence to regulatory requirements, including the UK Corporate Governance Code.

Staying abreast of emerging risks and regulatory developments, you will lead training initiatives to cultivate a risk aware culture across Blue Cross, empowering all employees to contribute effectively to risk management and internal control initiatives. Your proactive guidance through complex risk scenarios ensures Blue Cross remains resilient and adaptive in navigating its operational landscape.

Key responsibilities

- Maintain a comprehensive risk management framework aligned with best practice and UK regulatory standards. This includes:
 - Identifying, analysing, and prioritising potential risks across the organisation.
 - Leading the implementation of the risk management framework to ensure consistent integration into all business operations.
 - Advising management teams on their roles and responsibilities in effective risk management within their departments.
- Allocate accountability for risk controls and tasks, ensuring clear ownership and responsibility for mitigating identified risks.
- Provide strategic advice to management and the Board on the interpretation of risk management information, translating complex data into actionable insights.



Job Description

- Prepare regular reports for senior management and the Audit & Risk Committee on risk management activities, findings, and performance. This includes tracking progress on mitigating identified risks.
- Act as an advisor and coach to management on risk management matters, fostering a culture of risk awareness and proactive risk mitigation across the organisation.
- Oversee the internal controls testing function to ensure compliance with relevant standards, including the UK Corporate Governance Code and other applicable regulations.
- Contribute to the development and implementation of policies and procedures related to risk management and internal controls.
- Stay updated on emerging risks, regulatory changes, and best practices in risk management to inform organisational strategies and practices.
- Prepare comprehensive risk reports for senior management and the Audit & Risk Committee, highlighting key risks, trends, and the status of mitigation actions.
- Lead training and awareness programmes to foster a risk-aware culture across the organisation, ensuring all employees understand their roles and responsibilities in risk management and internal controls.
- Guide the organisation through complex risk scenarios and promote a proactive approach to risk management to enhance organisational resilience.
- Develop and maintain business recovery plans and procedures; review, revise, and expand existing plans and protocols, including over-sight of risk assessments and business continuity plan, as well providing organisational support to those directorates.
- Develop and implement a practical business continuity plan enabling Blue Cross to function effectively in times of crisis.
- In line with Business Continuity protocols, identify and implement recovery operations and methods to allow the Blue Cross to function at limited or partial capacity in the event that part or all of the infrastructure is damaged or destroyed.

Other duties and responsibilities

- Comply with all organisational policies.
- Promote the vision and values of the organisation.
- Engage in continuous professional development.

The person

Essential qualifications, skills, and experience

- A recognised risk management professional qualification.
- Proven experience working in a risk management environment, preferably within the UK.
- Experience in developing and implementing risk management frameworks.
- Strong analytical and problem-solving skills.
- Excellent communication and interpersonal skills.
- Strong understanding of risk management principles, UK regulatory requirements, and best practices.
- Knowledge of internal controls frameworks.
- Ability to work independently and take initiative.
- Ability to influence and build relationships with stakeholders at all levels.
- Coaching and mentoring skills.



Job Description

Desirable qualifications, skills, and experience

- Experience with risk management software.
- Experience working in the nonprofit sector.
- Familiarity with the UK Charity Commission guidelines and regulations.

The duties outlined in this job description are not intended to be exhaustive and may be subject to periodic review and amendment to meet the needs of Blue Cross.

Our values

Our values define the way we do things. We use them every day to guide us, and to make sure we put people and pets at the heart of everything we do.

Compassionate: We listen, we are non-judgmental, we are kind and caring to the pets and people we encounter, and we offer support in difficult times

Courageous: We make brave decisions, embrace change, and encourage innovation, ensuring we always act with integrity – doing the right thing even when no one is looking

Inclusive: We value all our relationships and work in an open and positive culture where we celebrate our diverse talents and empower you to be you