

Job Description

Position: Compliance Officer

Responsible to: HR & Operations Manager

Purpose of the Job

- To ensure the organisation is aware of, and implements appropriate measure to comply with, all legislative requirements in order to meet its strategic and operational objectives.
- To promote a positive Health & Safety culture throughout the organisation to ensure a safe environment for staff, volunteers, service users and other who we engage with.
- To be a key member of the Central Services team, building positive working relationships internally and externally

Key Duties

Policies, Procedures and Risk

- Maintain an organisation wide policy database, following a schedule of review and approval to ensure the organisation meets it's legal, professional and best practice obligations
- Proactively stay abreast of industry, legislative and best practice developments in all areas of work in order to advise policy owners of changes
- Review and update policies and procedures which fall directly under the remit of the role
- Ensure the Risk Register is updated, following a schedule of review, supporting managers to identify and assess any risks within their areas of work
- Ensuring staff have read and understood all policies relevant to their role, and communicate any policy changes to the team

Health & Safety

- Complete an annual Health & Safety Audit, supported by our H&S consultants, coordinating any changes or improvements that are advised
- Ensure daily, weekly, monthly and annual building safety and hygiene checks are completed by the facilities team
- Coordinate contractor visits for planned maintenance and reactionary repairs
- Carry out contractor suitability checks
- Implement and review any Risk Assessments relating to safety within the building and grounds, and support managers to implement and review Risk Assessments in their areas of work
- Review incident/accident/near miss reports, carrying out investigations where required, communicating any concerns or procedural changes to the management team and relevant staff
- Coordinate Health & Safety training requirements, ensuring the organisation has ample adequately trained staff to meet obligations and best practice
- Provide a Health & Safety briefing to new starts during their induction period, and deliver periodic refreshers to staff as required

GDPR (General Data Protection Regulations)

- Ensure the organisation has appropriate procedures in place to safely process, store, trace and dispose of all personal and sensitive data that is gathered in the course of our work
- Promote a culture of data safety awareness, providing on the job guidance to staff and coordinating training requirements
- Facilitate any Data Subject Access Requests

Governance/Board Support

- Provide general administration to the board and sub-groups including scheduling trustee meetings, preparing and circulating papers, minute taking, maintaining accurate database of trustee details, supporting recruitment and on boarding of new trustees
- Carry out an annual review of the Articles of Association
- Keep abreast of any changes in OSCR regulations, communicating changes to Chair of the Board and CEO
- Maintain accurate listing details on Companies House and OSCR
- Ensure members database is maintained
- Coordinate and attend the Annual General Meeting and any extra General Meetings of Members

Team Work & Behaviours

- Effectively communicate, engage and inspire staff across the projects, and foster collaboration and team work throughout the organisation
- Work to Space and sector legislative, ethical, policy and procedural requirements.
- Understand the requirement for confidentiality in our work and adhere to GDPR regulations.
- Care for the work environment to promote effective and harmonious working.
- Team work including taking part in the induction of staff and supporting other team members including offering constructive challenge where appropriate.
- Nurture a culture of kindness and uphold the integrity of Space whilst living our values
- Continuously monitor your area of responsibility and identify areas for improvement and organisational learning.
- Undertake relevant Continuing Professional Development and show interest in the latest relevant literature.

Line Management, Support and Supervision

- Report to HR & Operations Manager on a weekly basis, taking part in regular Support & Supervision and planning meetings

Compliance Officer Person Specification

Knowledge, skills & experience required for the role	
Have experience of working in an environment where compliance is prioritised	Essential
Have a strong understanding of the importance of organisational policies and procedures, with the ability to contribute to their creation, implementation and review	Essential
Have a strong understanding of Health & Safety practices in the workplace, including how to carry out risk assessments	Essential*
Have a strong understanding of GDPR principles and how to implement them in a work environment	Essential*
Have coaching skills, being able to adapt your communication style to reach people on varying levels	Essential
Be process driven and be able to explain rules and guidelines to others with lesser knowledge, in an effective way	Essential
Have meticulous attention to detail	Essential
Able to demonstrate excellent administrative qualities and an aptitude for efficient working practices	Essential
Excellent English communications skills – listening, writing and speaking	Essential
Have a flexible leadership style with the ability to motivate others, challenge where appropriate, and deliver/receive constructive feedback	Essential
Highly competent with the use of Microsoft Office applications, in particular Word, Excel, SharePoint, Outlook, Teams	Essential
Experience of writing policies from scratch	Desirable
Experience of working directly with, or being a member of a Board of Trustees	Desirable
Experience of new systems implementation	Desirable
Experience of drafting policies	Desirable
Experience of working in the third sector	Desirable
Values & personal attributes required from our staff	
Be prepared to live our values and nurture a culture of compassion and kindness	Essential
Be self-motivated, driven to work to the best of your ability with minimal supervision	Essential
Have a growth mind set, be eager to learn and to share your knowledge with others	Essential
Be a team player, have excellent interpersonal skills to naturally form and manage appropriate relationships with a range of people of all ages and walks of life	Essential
Be patient and respectful of all people, whatever their background	Essential
Be a role model for staff and stakeholders, showing optimistic, determined and positive leadership to support our organisational aims and outcomes	Essential
Have an appreciation for the impact of, and a desire to work in, the Third Sector	Essential

*Experience in a minimum of one of these areas is essential. Training and development opportunities will be provided