

Your next exciting career begins here.



Application Pack Compliance and Assurance Officer



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Our Vision

Children and Young People live **"life to the full"**
(John 10:10)

Our Mission

The Boys' Brigade has **faith in young people** and provides them with opportunities to **learn, grow** and **discover** in a **safe, fun,** and **caring** environment which is rooted in the **Christian faith.**

Our Values

Faith, Inspiring, Caring, Trusting.

Find out more about our **Vision, Mission,** and **Values** at
www.boys-brigade.org.uk/ourvision

If you have a passion for supporting and nurturing potential, so do we.

Our vision is that children and young people experience “life to the full” – John 10:10

For over 140 years, The Boys’ Brigade (BB), an international Christian youth organisation, provides opportunities for children and young people (4 – 18 years old) to learn, grow and discover in a safe, fun, and caring environment and with the challenges that 2025 can bring, that work is as vital and impactful as ever.

BB Companies (groups) meet in communities across the country, supported by dedicated volunteer leaders giving their time and skills every week.

Our groups are at the heart of the outreach work taking place in churches to empower, engage, and transform lives in local communities.

None of this work would be possible without a dedicated team of staff supporting the work of our volunteers and we want you to join our team. Help us to face the challenges, create the opportunities and unleash the potential in others.

We look forward to receiving your application.



Jonathan Eales
Chief Executive

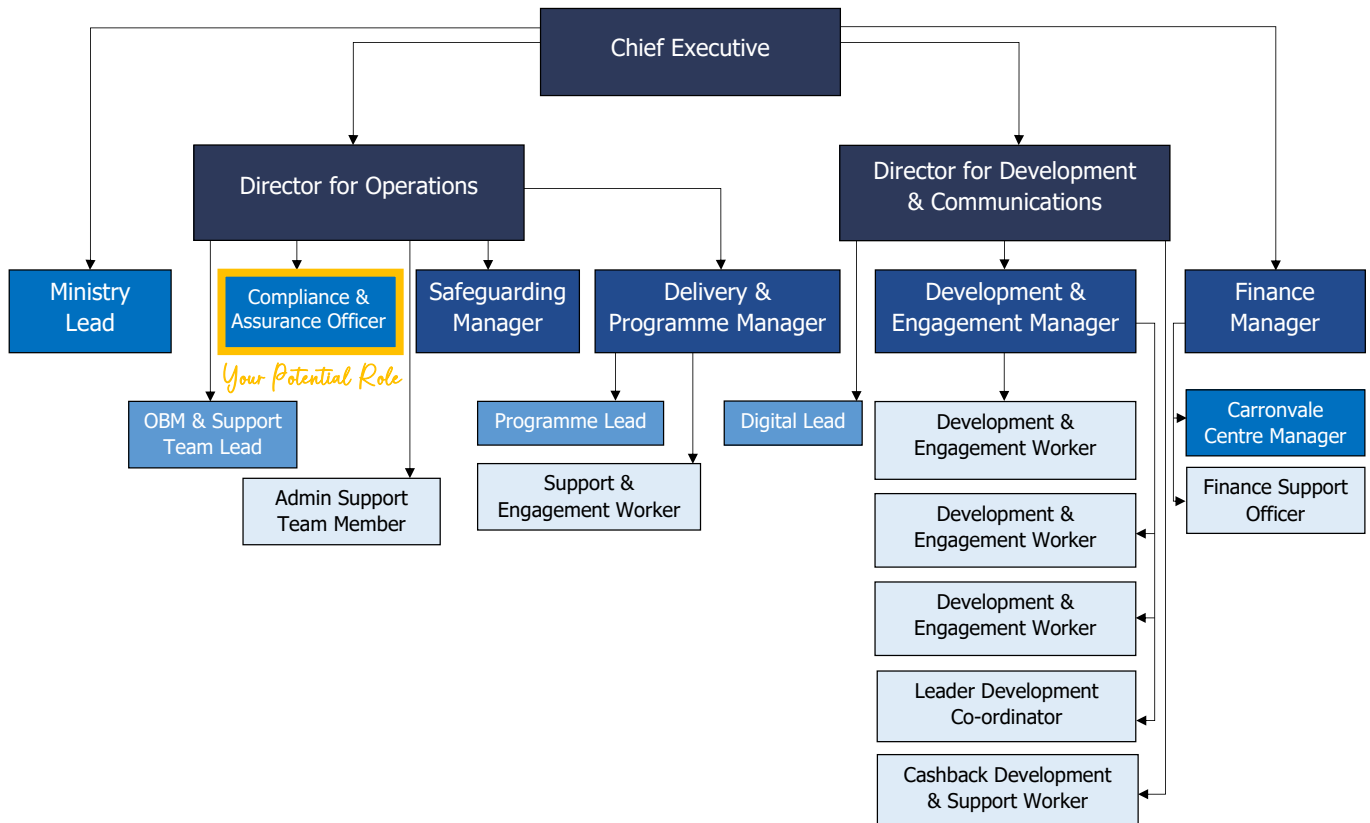
“BB offers a space for young people to find out who they truly are in loads of different ways and does it better than anyone else”

Dez Johnston, President.

You'll be helping to transform lives but what else can we offer?

- We are a flexible employer and allow staff to work with flexibility that suits you, your role, and your area of work.
- We take your health and safety seriously with regular training and support.
- Be proud to work for an organisation with such a rich history and proven track record.
- Opportunities for continued learning and development.
- 25 days holiday a year and enhanced Maternity, Paternity, Adoption Leave, TOIL system and a generous Sickness Pay entitlement.
- 3 days volunteer leave
- Annual Appraisal and Bonus Scheme.
- 3 additional days leave between Christmas and New Year.
- Expenses incurred through carrying out role are reimbursed.
- Be part of an organisation that believes having fun and wellbeing is important too, with team days, residentials, and social events creating informal opportunities for meeting, working, and getting to know your friendly and supportive colleagues.

Staffing Structure



Our Offices



Adeyfield Free Church

Maylands Avenue, Hemel Hempstead, Hertfordshire, HP2 4GZ.

Carronvale House Conference & Training Centre,
Carronvale Road, Larbert, Stirlingshire, FK5 3LH.

About the Role

Job Title:	Compliance and Assurance Officer
Purpose:	To support the organisation and its members to develop and maintain a culture of compliance. The position will be key in ensuring members are supported to operate in a safe, consistent and sustainable manner.
Responsible to:	Director for Operations
Department:	Operations
Base Location:	Homebase or Hybrid with some expectation to travel occasionally to either of our offices at Adeyfield, Hemel Hempstead or Carronvale House, Larbert.
Term:	Permanent
Salary:	£30,000-£34,000 (dependant on experience)
Hours:	Full time contract (35 hours per week) flexibility to work evenings, weekends and away from home as required.
Internal Relationships:	Management Team and wider Staff Team across country
External Relationships:	Volunteer leaders, young people, churches, schools, community settings and public enquiries.
Driving Licence:	The post holder should have a full driving licence and access to a car. Mileage will be paid at The Boys' Brigade's current employee rate.
DBS/PVG:	Enhanced Check required.
References:	Appointment will be subject to two references completed before employment commences.

Key Responsibilities

- Review, develop and implement compliance processes across all levels of the organisation with the aim to promote a culture of compliance.
- Develop and maintain robust procedures and structures around both compliance and health and safety.
- Work to maintain a culture of compliance across the charity through the development of training and guidelines that are easy to understand and accessible to volunteer members.
- Analyse membership data to identify trends, strengths and areas for improvement.
- Write reports, policies and procedures in a clear, readable format including drafting risk assessments.
- Support volunteers to ensure our policies and procedures are adopted and understood at local level.
- Provide general administrative, analytical and reporting support across the compliance portfolio adapting to shifting priorities as needed.
- Other relevant related duties as required.

Person Specification

Essential

- Demonstrate experience in a comparable compliance or health and safety role with responsibility for maintaining standards.
- Understanding of current health and safety legislation and best practice
- Proven experience of working in a regulated environment
- A strong knowledge of risk management and strong analytical and communication skills
- Ability to interpret and apply regulations in practical scenarios
- Understanding of risk assessment methodologies and their application
- Ability to demonstrate practical thinking and proven experience of handling confidential and sensitive information
- Strong organisational skills with attention to detail
- Experience of working with volunteers.
- Ability to plan and prioritise own workload but also have a flexible approach as part of a small staff team.
- Ability to multi-task, demonstrate initiative and work well under pressure.
- Proficient in the use of IT and Microsoft software.
- Sympathetic to the vision and mission of The Boys' Brigade.

Desirable

- Proven experience of working in a regulated environment.
- Knowledge and understanding of youth organisations
- Knowledge and understanding of the work of The Boys' Brigade.

How to Apply

Receiving Applications: Please send in a covering letter setting out why you feel you are suitable for the role and an up-to-date CV to **jobs@boys-brigade.org.uk**

Closing Date: 19th May 2025.

Interviews: Successful Candidates selected for interview will be notified in advance.

More Information: To have an informal conversation regarding the role or for more information please contact **Natalie Whipday, Director for Operations** by email **natalie.whipday@boys-brigade.org.uk** or call **01442 509 520**.

THE BOYS'
BRIGADE
> the adventure begins here



**[www.boys-brigade.org.uk/
job-vacancies](http://www.boys-brigade.org.uk/job-vacancies)**