

JOB DESCRIPTION

Job Title:	Compliance Officer				
Hours of Work:	37	Annual Leave	25 days + B. Hols	Salary Range:	£22,500 per annum
Location:	Reds in the Community, Grove St, Barnsley, S71 1ET			Reporting to:	Chief Executive Officer
HR Contact:	Rebecca Lee			Contractual Status	Permanent
Date posted:	8 th December 2021			Posting Expires:	5 th January
External posting URL:	https://barnsleyfccommunity.co.uk/job-vacancy/				

Applications Accepted By:

Please apply by downloading and completing the job application form which can be found on Reds in the Community Website- <https://barnsleyfccommunity.co.uk/job-vacancy/>

Reds in the Community no longer accept CV's

Attention: Rebecca Lee- Compliance Officer

Job Description

Roles and Responsibilities

- To manage the charity's policies and procedures, ensuring documents are up to date with current legislation and practice and remain coherent with each other.
- To keep up to date with, and understand, laws and regulations relevant to the organisation
- To ensure the charity complies with all statutory and regulatory compliance for Charities Commission, and for Premier League / English Football League Trust Capability Code of Practice.
- Monitor compliance with internal policies and procedures, ensuring your findings are recorded and followed up with CEO and Senior Management Team.
- Raise awareness within the organisation of policies and procedures but also the impact on the organisation if these are not complied with
- Proactively audit processes, practices and documents to identify weaknesses
- Create robust internal controls and monitor adherence to them
- Collaborate with all departments to promote a culture of compliance
- Maintain a good knowledge and understanding of GDPR, Health and Safety
- Responsible for gathering evidence to support compliance with Capability Code of Practice
- To conduct and provide written reports on audits, providing assurance and raising concerns to the CEO and Senior Management Team
- Responsible for communicating the outcome of all audits (including recommendations for improvement) throughout the organisation
- Responsible for ensuring all actions arising from recommendations made from internal audits are assigned to the most relevant person for completion. Responsible for tracking and reporting on progress with these actions through to completion.
- Responsible for ensuring all policies and procedures displayed on the myhrtoolkit are the most up to date versions and have been ratified by the CEO and the Board
- To alert all staff of significant changes made to policies and procedures
- To support with risk assessments when required. Providing support to colleagues with risk assessment where needed
- To take responsibility for being up to date with current RitC policies and procedures and to adhere to these at all times
- Management of the HR system

- Managing the full onboarding process for new starters. This includes ensuring right to work in the UK documentation is accurate, issuing of the offer letters and contracts and undertaking all onboarding activities to ensure the onboarding process is managed in an efficient manner.
- Creating and maintaining employee electronic records.
- Managing the offboarding process for all leavers
- Managing all changes to terms and conditions of employment. This includes issuing of letters and confirming to employees changes to their terms and conditions.
- Ensuring the HR System is updated with relevant employee changes including salary changes, changes to terms and conditions, line manager changes.
- Manage and respond to day-to-day administration queries.
- Upskilling of line managers and providing pragmatic advice and guidance on all HR issues.
- Line management responsibility.
- Any other duties as requested by your Line Manager

Qualifications and Education Requirements

- Educated to level three Business Administration and 2 years' experience in a similar role.