

<b>PERSON SPECIFICATION- Compliance Officer</b>			
<b>Criteria</b>	<b>Description</b>	<b>Essential/Desirable</b>	<b>Assessment Method</b>
<b>1. Qualifications/Knowledge</b>	<ul style="list-style-type: none"> <li>NVQ level 3 in Business Administration or equivalent</li> </ul>	Essential	App/Interview
	<ul style="list-style-type: none"> <li>2 years' experience in a similar role.</li> </ul>	Essential	App/Interview
	<ul style="list-style-type: none"> <li>Proficiency in Microsoft Office software</li> </ul>	Essential	App/Interview
	<ul style="list-style-type: none"> <li>Detailed knowledge of GDPR</li> </ul>	Desirable	App/interview
	<ul style="list-style-type: none"> <li>Knowledge of Charity Governance</li> </ul>	Desirable	App/Interview
<b>2. Experience &amp; Skills</b>	<ul style="list-style-type: none"> <li>Excellent IT/computing skills</li> </ul>	Essential	App/interview
	<ul style="list-style-type: none"> <li>Resilience and the ability to think outside the box and provide business focused HR advice</li> </ul>	Essential	App/interview
	<ul style="list-style-type: none"> <li>Strong organisational skills with ability to manage a varied workload</li> </ul>	Essential	App/Interview
	<ul style="list-style-type: none"> <li>Strong organisation skills with ability to manage multiple deadlines</li> </ul>	Essential	App/Interview
	<ul style="list-style-type: none"> <li>Knowledge of HR systems</li> </ul>	Desirable	App/Interview
	<ul style="list-style-type: none"> <li>Strong verbal and written communications skills, adaptable to different audiences and purposes</li> </ul>	Essential	App/Interview
	<ul style="list-style-type: none"> <li>Previous experience within a fast pace administration/HR function</li> </ul>	Essential	App/Interview
	<ul style="list-style-type: none"> <li>Understands importance of discretion and confidentiality</li> </ul>	Essential	App/Interview
	<ul style="list-style-type: none"> <li>Strong analytical skills and attention to detail</li> </ul>	Essential	App/Interview
	<ul style="list-style-type: none"> <li>Ability to interrogate IT and systems effectively</li> </ul>	Essential	App/Interview
	<ul style="list-style-type: none"> <li>Experience of working with data and methods of storage.</li> </ul>	Essential	App/Interview
<b>3. Values &amp; Behaviours</b>	<ul style="list-style-type: none"> <li>Flexible self-starter able to work under own initiative and as part of a team</li> </ul>	Essential	App/Interview

	<ul style="list-style-type: none"> <li>• Adaptable and ability to thrive in fast-paced and constantly changing environment of growing service-providing charity.</li> <li>• Conscientious and responsible.</li> <li>• Ability to work independently and to contribute ideas.</li> <li>• Ability to support and enthuse others and maintain a professional image.</li> </ul>	Desirable	App/Interview
		Essential	App/Interview
		Essential	App/Interview
		Essential	App/Interview
<b>4. Other</b>	<ul style="list-style-type: none"> <li>• Experience of working within professional football club setting.</li> </ul>	Desirable	App/Interview