

Role Profile

Details	
Job title:	Head of Compliance, Risk and Governance
Salary:	Head of
Reporting to:	Director of Finance & Corporate Services
Location:	Harrogate
Purpose of the role	
<p>Reporting to the Director of Finance & Corporate Services, the Head of Compliance, Risk and Governance will take the lead on compliance, risk and regulation across the Charity to ensure that our legal and regulatory duties are fulfilled, risks are managed and best practice for regulatory guidance is implemented. The role holder will be a key member of the team ensuring the Charity complies with its Risk Management Policy, develops appropriate risk monitoring and review/audit cycles, ultimately supporting the Charity to deliver its mission and objectives.</p>	
Key responsibilities	
<ul style="list-style-type: none"> • Lead role in compliance, risk and governance across the Charity • Responsible for ensuring the Charity complies with its Risk Management Policy • A major role in the development of the Charity's Board Assurance Framework • Developing and implementing an internal review/audit cycle • Responsibility for managing and updating the Risk Register on a monthly basis to measure risk levels and identify any new risks as the Charity enters a period of growth • Helping to implement and monitor effective processes which ensures the Charity can deliver on its strategic objectives and meet the requirements of its regulators • Maintain and develop new relationships with external bodies including fundraising, data protection, charity specific regulation and compliance with both the required and best practice standards of external bodies • Key link with the Charity's Compliance & Risk Committee • Providing training for project teams on risk appetite, mitigation and ownership • Prepare reports and present findings to stakeholders including the executive team and Trustees to support decision making • Take the lead on compliance, risk and governance when onboarding new Trustees and employees • Develop and review policies linked to the role including business continuity plans to support effective planning and business recovery • Embed a risk aware culture and facilitate integration of risk management across the organisation including escalation protocols to ensure safety nets are in place • Proactively identify existing and emerging operational and reputational risks at an early stage and advise senior management, including the Board, on appropriate risk mitigation • Identify, review and manage good governance practices • Ensure all filings at Companies House and with the Charity Commission are undertaken in a timely manner (appointment, resignation of Trustees/directors, annual returns etc) • Ensure the Gifts Register is maintained and kept up to date • Ensure the Register of Interests for Trustees and employees are kept up to date 	

Other

- Undertake additional or other duties outside the key responsibilities as the Charity may reasonably require

Qualifications

- Educated to Degree level or equivalent
- Qualification appropriate to the role (IIA, IRM, ACCA, ACA, CIMA, CPA, CFA or legally qualified)

Knowledge and experience

- At least 5 years' experience working in a risk or compliance role
- Experience of identifying and managing a range of varied risks across an organisation
- Experience of developing and leading an audit cycle
- Experience in designing internal review/audit plans
- Experience of presenting review/audit findings to the Board
- Evidence of building high performing teams
- Experience of developing and maintaining strong relationships with a broad range of stakeholders
- Experience of developing policy and procedures and influencing internal and external stakeholders

Previous experience working within a charitable organisation would be an advantage as would good knowledge and experience of both charity law and company law. Familiarity with fundraising regulation, probate matters, data protection compliance and contract law issues would also be an advantage.

Skills and abilities

- Excellent organisational, project management and time management skills with the ability to prioritise work, handle conflicting demands and meet tight deadlines
- Able to think creatively, identifying potential risks and opportunities
- Proactive 'can do' attitude and able to problem solve and develop practical solutions
- Excellent written and verbal communication skills, capable of presenting complex information and communicating this to a range of audiences including Trustees, employees, supporters, volunteers and partner organisations
- Strong networking, influencing and relationship management skills, with the ability to inspire and motivate others, as well as the confidence and personal authority to work with external organisations
- Excellent management skills
- Proficient in using the Microsoft suite of programmes
- High level of written English
- Proficient in tailoring communications according to audience(s)
- Excellent communication skills with the ability to communicate at all levels
- Good presentation and negotiation skills
- Good understanding of corporate governance
- Strong interpersonal skills and can remain professional and respect sensitivities around confidential information at all times

Values and behaviours

- Passionate about the values of Yorkshire Cancer Research (see 'Our Values' below)

Our Values



Values	Behaviours to be demonstrated
DELIVER IMPACT	<p>Drive for results:</p> <p>Searches out target audience intelligence to inform decisions, taking time to understand target audience requirements and insights.</p> <p>Thinks analytically about Key Performance Indicators (KPIs) and how to achieve them.</p> <p>Appropriately delegates responsibility to team members to deliver against goals and KPIs and supports them to achieve their targets.</p>
	<p>Efficiency:</p> <p>Understands the availability of resources, making and following plans to leverage these for best effect.</p> <p>Sets timescales and pushes to make things happen quickly and efficiently.</p>
HAVE INTEGRITY	<p>Honesty and respect:</p> <p>Earns the trust and respect of line reports, colleagues and business contacts by being reliable and professional at all times.</p> <p>Represents Yorkshire Cancer Research values and behaviours through all contact with potential and existing suppliers.</p>
	<p>Courage and conviction:</p> <p>Is decisive in establishing clear priorities for self and team.</p> <p>Tough and resilient when dealing with change.</p>
CHAMPION EXPERTISE	<p>Continuous improvement and innovation:</p> <p>Uses data and facts – rather than anecdotes - to influence decision-making.</p> <p>Takes the initiative in identifying and embracing the opportunity for improvement and puts this firmly on the Yorkshire Cancer Research agenda.</p>
	<p>Governance / control:</p> <p>Contributes to the development of new processes and ways of working that address/meet relevant governance and control requirements.</p> <p>Follows the Charity’s ethical code of conduct and ensures suppliers do too.</p>

ONE TEAM

Collaborative:

Collaborates cross-functionally to facilitate high levels of organisational alignment.

Develops and maintains a network of contacts outside and across Yorkshire Cancer Research.

Leadership:

Is a role model for Yorkshire Cancer Research values.

Builds an effective, collaborative team.

Provides clear, consistent messages about the direction of Yorkshire Cancer Research.

Identifies and addresses team member's development needs.

Actively supports change.

Encourages and allows people to take responsibility and exercise initiative.