

Job Title:	Compliance Officer/Partner
Job Grade:	Band 8 - SCP 19-23
Reports To:	Trust Head of Governance & Assurance
Direct Reports:	N/A
Clearance Required:	Enhanced DBS
Key Stakeholders:	All levels of leadership and management, employees, governors, trustees, external agencies and partners

Job Purpose

To be the Trust's lead and support on key areas of the Trusts Assurance Framework implementation and ongoing embedding and maintenance. To cover when the Head of Governance and Assurance is off site and support Trustees, Governors and the Executive Leadership Teams within the Education Village Academy Trust (EVAT).

Key Responsibilities and Accountabilities

You will be required to work collaboratively to meet the expected outcomes of this role.

1.	Support the Head by drafting the annual cycle of meetings for Trustees, Committees' and ESCs based on the previous years including dates and communicating to key stakeholders
2.	Support the Head with any Governor and Trustee recruitment across the trust and co-ordinate diaries for interviews, induction and development.
3.	Provide the necessary administrative support for Trustees and Governors across the Trust including supporting any admin requirements for meetings and training sessions.
3.	Ensure all systems are updated when Trustees and Governors start and leave the Trust, such as Governor Hub and GIAS
4.	Maintain the Governor and Trustee induction process and handbook, ensuring it is checked and fit for purpose for the role being recruited to.
5.	Regularly review the succession plan to ensure all governors and Trustees are re-appointed in line with BoT meeting dates.
6.	Update Executive Leadership on requirements and support to enable Trust wide compliance with data protection legislation.
7.	Work directly with the schools to: 1 – Ensure all staff including new members of staff are trained in understanding their responsibilities in relation to data protection

	2 – support schools to implement revised processes and procedures to support data protection compliance
8.	Support the organisation of the annual complaint policy training and re-fresh for senior leaders and school leaders across the trust.
7.	Support schools in understanding what they need to have in place to demonstrate website compliance.
8.	Support the Head by ensuring Trustees and Governors complete training and receive annual appraisals.
9.	Lead on the implementation of the risk management framework, including the reviewing, assessing and reporting of risk to the Board and its Committees.
10.	Revise/review the policy management framework with Policy Owners, then lead on the implementation of the revised policy management framework with stakeholders (Policy owners/Principals and Executive Leadership) and support with policy system implementation and embedding within the organisation.
11.	Work with the Head to roll out of the IAM Compliance software to all school leaders and provide ongoing training and support to the users of the system
12.	Provide project management and administrative support which is crucial for the successful implementation of initiatives including fit for the future for our schools.
13.	Undertake continuous professional development including participating in performance reviews and attending training as/when required.

This Job Description is not definitive and outlines key accountabilities – colleagues are expected to be flexible regarding their accountabilities and will from time to time be asked to carry out other duties to ensure achievement of organisational goals.

Person Specification

Qualifications	Essential or Desirable
Degree in related subject or ability to demonstrate equivalent experience	E
Professional qualification in related subject	D
Post graduate qualification in relevant qualification	D
Skills	Essential or Desirable
Proficient in Microsoft Office programmes	E
Experience working in a fast-paced environment with competing priorities.	E
Experience interpreting procedures or structured documentation.	E
Experience in business risk & controls, corporate governance, assurance, or policy management.	E
Proven ability to be able to present information in a logical and systematic manner and to interpret data with skill and understanding to inform decision-making	E
Experience coordinating governance activities or policy approval processes	D
Experience interacting with 1st, 2nd and 3rd Lines of Defence.	D
Ability to interpreting legislation, non-statutory guidance, policies, and procedures to enhance and develop governance systems and assurance frameworks	D
Knowledge / Experience	Essential or Desirable
Experience of working with volunteers and/or governors	E
Excellent written and verbal communication skills.	E
Strong organisational and administrative skills.	E
High attention to detail and accuracy.	E
Ability to manage multiple deadlines and work well under pressure.	E
Ability to quickly understand new information, systems, and processes.	E

Confident in identifying risks and proposing effective mitigations	E
Experienced of leading and implementing successful projects	E
Proven record of collaborative working with Executive/Senior Management and external stakeholders	E
Strong commitment to confidentiality, integrity and high professional standards.	E
Working knowledge and experience of working within the education sector	D
Awareness of child protection / safeguarding issues	D
Experience of School Management Information Systems (e.g., SIMS)	D

Additional Requirements

- Willingness to travel across the Trust as required.
- Commitment to safeguarding and promoting the welfare of children.
- Enhanced DBS check required.