**Job Title: Head of Governance and Risk**

**Location:** [Hybrid / Leicester]
**Reports to:** Chief Strategy and Governance Officer (CSGO)

**Contract Type:** [Full-time, Permanent]
**Salary:** [£60,000]

**Job Summary**

Reporting to the Chief Strategy and Governance Officer, the Head of Governance and Risk will lead on the day to day delivery of the charity’s governance, risk, and compliance frameworks. This role provides expert support to the Chief Strategy and Governance Officer, Board of Trustees and senior management team and is responsible for embedding a proactive, organisation-wide approach to risk management and accountability.

**Key Responsibilities**

**Governance**

* Support the CSGO in ensuring high standards of governance and regulatory compliance.
* Oversees daily governance functions, including meeting coordination, paper preparation, minute-taking, and accurate record keeping.
* Maintain up-to-date knowledge of UK charity governance codes and provide guidance on best practice and emerging regulatory changes.
* Supporting oversight of international subsidiaries ensuring compliance with geographically relevant legislation.
* Ensure compliance with governing documents and filing obligations with the Charity Commission and Companies House.
* Support the CSGO in coordination of strategic and business planning, including preparation of documentation and monitoring of key metrics through the balanced scorecard.

**Risk Management**

* Develop and manage the charity’s operational risk management framework, ensuring risks are regularly identified, assessed, and mitigated across all departments.
* Lead in assisting head ofs and managers in risk identification and reporting; maintain the organisational risk register and present regular updates to the Business Risk Committee.
* Foster a culture of risk awareness and support the development of internal capacity to manage risk effectively.
* Oversee the development of Business Continuity and Risk Contingency Plans

**Compliance and Internal Policy**

* Oversee compliance with all relevant regulatory requirements, including data protection (GDPR).
* Lead the development, implementation, and periodic review of internal policies and procedures to ensure compliance and alignment with best practice.
* Support the organisation’s Data Protection Lead, ensuring appropriate data governance is in place.

**Internal Controls and Audit**

* Support the CSGO in reviewing and strengthening internal controls and assurance processes.
* Coordinate internal audits and follow-up actions, and support external audit preparation where relevant.
* Monitor and report on control effectiveness, supporting continuous improvement initiatives.

**Person Specification**

**Essential Experience & Qualifications**

* Significant experience in a senior governance, risk, or compliance role, preferably within the charity, public, or nonprofit sector.
* 3 years experience within a similar role
* Strong working knowledge of UK charity governance and regulatory compliance.
* Experience in developing and an understanding of subsidiaries preferably internationally.
* Experience supporting or advising Boards or Executive Teams.
* Proven track record of developing and implementing risk management frameworks.
* Educated to degree level or equivalent; relevant professional qualifications are advantageous.

**Skills & Attributes**

* Excellent organisational, communication, and influencing skills.
* Self motivation, including an ability to use initiative and make effective decisions
* The ability to prioritise workloads both individually and for the team
* High attention to detail with the ability to handle sensitive information confidentially.
* Strong analytical and problem-solving abilities.
* A collaborative and proactive approach with the ability to work effectively across teams.
* Commitment to the mission and values of NEBOSH.