



DETAILS OF ROLE		
<b>Role title</b>	<b>Risk and Compliance Manager</b>	
<b>Reports to</b>	<b>Director of Finance and Resources</b>	
<b>Directorate</b>	<b>Finance &amp; Resources</b>	
<b>Contract type</b>	<b>Permanent</b>	
<b>Location</b>	<b>17-21 Wenlock Road, London, N1 7GT</b>	
<b>Salary</b>	<b>Circa £48, 000</b>	<b>Grade 6 / Zone 1</b>

### Who we are and what we do

The Disasters Emergency Committee (DEC) is a unique and dynamic membership organisation which comprises 15 of the UK's leading humanitarian agencies: ActionAid, Action Against Hunger, Age International, British Red Cross, CAFOD, CARE International, Christian Aid, Concern Worldwide (UK), Islamic Relief Worldwide, International Rescue Committee UK, Oxfam GB, Plan International UK, Save the Children, Tearfund and World Vision.

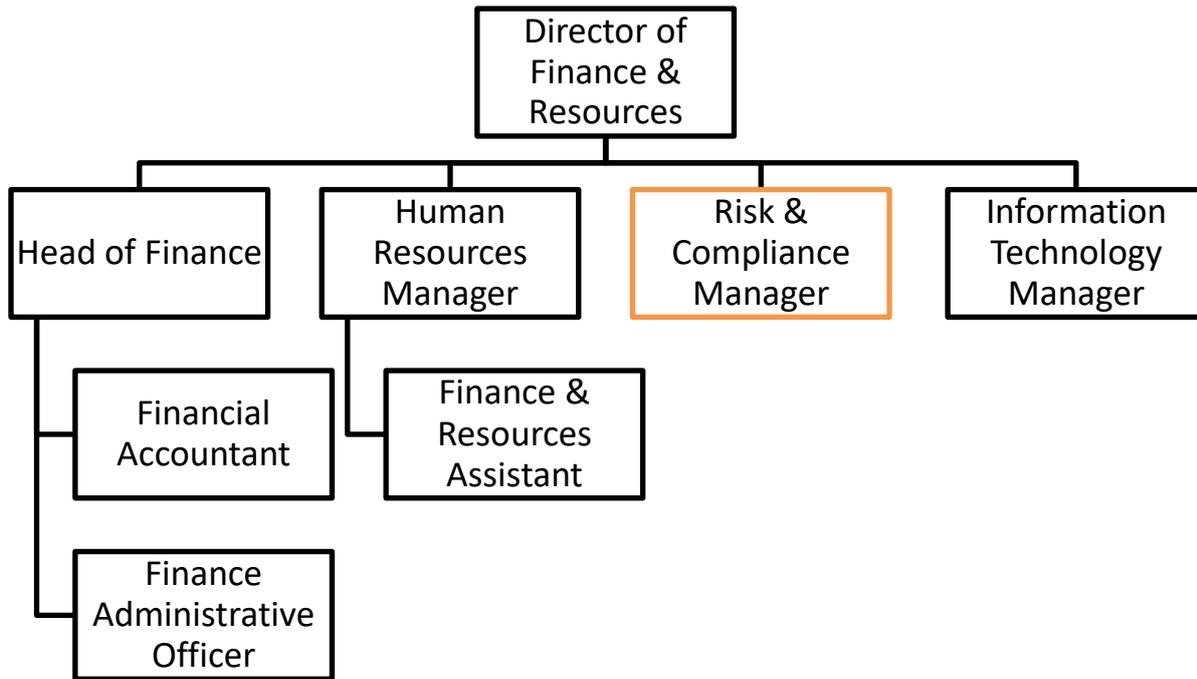
Since it was founded in 1963, the DEC has run over 78 fundraising appeals and raised more than £2.4 billion to help save lives and protect livelihoods in disaster-affected communities around the world.

The DEC launches appeals when there is a humanitarian emergency of such magnitude to warrant a national UK response. DEC fundraising appeals benefit from unique corporate partnerships through our Rapid Response Network and the combined expertise of our member agencies, resulting in wide reaching appeals across high profile TV, radio, and an increasing number of digital channels.

Most DEC funds are raised over an intensive two-week period following a disaster. Appeal funds are specifically for overseas humanitarian work and are normally spent over a two or three-year response period. An important part of the DEC's remit is in learning, accountability and sharing information.

The DEC Secretariat is funded by contributions from its member agencies and a range of core cost funders, and is responsible for the day-to-day running of the DEC. There are currently 41 staff members and a small number of dedicated volunteers, working together to promote the strategic values of collaboration, accountability & transparency, learning, humanitarian, and impartiality.

## Department Structure



### Purpose of the role

The Risk & Compliance Manager will be responsible for overseeing and managing all aspects of risk, compliance, and internal controls across the organisation. This role will involve developing and implementing risk management strategies, ensuring compliance with legal and regulatory requirements, and fostering an ethical and secure working environment.

## RESPONSIBILITIES

### Risk Management

- Develop and implement comprehensive risk management frameworks and strategies, both in and out of appeals.
- Manage the process of risk assessments (including data protection impact assessments) and internal audits to identify and mitigate potential risks.
- Manage the organisation's insurance policies and ensure adequate coverage for all potential risks.
- Oversee travel risk management to ensure the safety and security of staff traveling to high-risk areas.
- Report and manage serious incidents, ensuring timely and appropriate responses.
- Managing the internal reporting of personal data breaches and support the Data Protection Steering Group with reporting to data subjects and the Information Commissioner's Office, where required.
- Support the Director of Finance & Resources with reporting to the Audit, Finance & Risk sub-committee of the Board of Trustees.

### Compliance

- Ensure compliance with all relevant regulatory and statutory requirements, and codes of practice including data protection, safeguarding, and governance standards.
- Support the Data Protection Officer with monitoring data protection compliance.

- Manage Know Your Client (KYC) processes with banking partners and key donations platforms to ensure compliance with anti-money laundering regulations.
- Oversee whistleblowing procedures to encourage and protect whistleblowers.
- Implement and monitor fraud prevention measures internal in DEC Secretariat.
- Review and monitor fraud prevention measures in DEC member agencies.
- Develop and enforce policies related to gifts and hospitality to maintain ethical standards.

### **Legal and Contract Management**

- Review and negotiate contracts and grants to ensure they meet legal and organisational standards, working with external resources where required.
- Provide legal advice and support on various organisational matters.
- Ensure compliance with the Companies Act for large companies reporting.

### **Procurement and Supplier Ethics**

- Oversee procurement processes to ensure they are ethical, transparent, and compliant with organisational policies.
- Manage supplier relationships, focusing on ethical practices and compliance, especially with banks and financial institutions.

### **Environmental, Social, and Governance (ESG)**

- Develop and implement environmental policies to minimize the organisation's ecological footprint.
- Ensure donor acceptance policies are in line with organisational values and ethical standards.
- Promote and oversee ESG initiatives within the organisation.

### **Financial Control Environment**

- Alongside the Head of Finance, develop and implement a robust financial control environment to manage risks effectively.
- Conduct regular reviews of financial controls and procedures to ensure accuracy and integrity.
- Support risk management training across the organisation, regularly updating staff on key risks and key mitigation.
- Assist in the monitoring and development of key compliance policies, including the DEC Financial Crime policy, and DEC Whistleblowing policy.

## Essential competencies

Competencies	Level & Descriptor	Demonstrable descriptors [key, are in bold]
<b>1. Delivering Quality Results</b>	<b>C</b> Supports others to achieve outstanding results and to manage risks well	<ul style="list-style-type: none"> <li>• Supports others to take decisions appropriate for their level.</li> <li>• <b>Encourages mitigating risks across teams they work with/ manage.</b></li> <li>• Ensures the quality of all internal/external work of own and others.</li> </ul>
<b>2. Planning</b>	<b>D</b> Ensures management structures are robust and workable contingency plans are in place	<ul style="list-style-type: none"> <li>• Takes into account economic, political and other business factors when drawing up medium and long-term plans.</li> <li>• <b>Identifies risks associated with future plans and identifies alternative fall-contingency /fall-back situations.</b></li> <li>• <b>Has a clear vision of what the business objectives are and how they can be achieved.</b></li> <li>• Demonstrates the ability to elevate the status and positioning of DEC on both a national and international platform</li> </ul>
<b>3. Analytical and Innovative Thinking</b>	<b>C</b> Analyses the external environment confidently and creates options for future solutions	<ul style="list-style-type: none"> <li>• Identifies trends from complex or conflicting data, working confidently with data before making decisions.</li> <li>• <b>Generates a range of policy options and appraises them based on the internal and external evidence.</b></li> <li>• Develops ways of applying new knowledge and ensures lesson-learning with self and wider team.</li> <li>• Analyses the significance of external events and situations for the DEC.</li> </ul>
<b>4. Communications</b>	<b>B</b> Fosters two-way communication and adapts communications effectively	<ul style="list-style-type: none"> <li>• Maintains constructive, open and consistent communication with others.</li> <li>• Resolves minor misunderstandings and conflicts effectively.</li> <li>• <b>Communicates equally effectively at all organisational levels as well as external stakeholders (suppliers, partners and member agencies)</b></li> <li>• Tailors communication (content, style and medium) to diverse audiences.</li> </ul>
<b>5. Team Working and Collaboration</b>	<b>C</b> Develops external networks to increase internal thinking/learning	<ul style="list-style-type: none"> <li>• Engages with appropriate internal and external stakeholders to influence future plans</li> <li>• <b>Engages with relevant experts to gather and evaluate evidence.</b></li> <li>• Shares and implements good practice with internal and external peers.</li> <li>• Takes initiative to establish appropriate and relevant network or partnership where one does not exist.</li> </ul>

Competencies	Level & Descriptor	<ul style="list-style-type: none"> <li>• <b>Demonstrable descriptors</b></li> <li>• <b>[key, are in bold]</b></li> </ul>
<b>6. Leading and Motivating</b>	<b>B</b> Manages own development and seeks opportunities	<ul style="list-style-type: none"> <li>• Seeks and explores opportunities within the DEC which develop skills and expertise.</li> <li>• <b>Recognises the strengths and motivations of other team members.</b></li> <li>• Coaches and supports team members when they have difficulties (volunteers).</li> <li>• Makes time to learn from experience and feedback and apply the lessons to new situations.</li> </ul>
<b>7. Resilience</b>	<b>B</b> Remains professional under external pressure	<ul style="list-style-type: none"> <li>• Able to adapt to changing situations effortlessly.</li> <li>• <b>Remains constructive and positive under stress and able to tolerate difficult situations and environments.</b></li> <li>• Learns from own successes / mistakes.</li> <li>• Responds positively to change, embracing and using new practices or values to accomplish goals and solve problems and supports others to do the same.</li> </ul>

PERSON SPECIFICATION			
Criterion and descriptors		Essential	Desirable
<b>Qualifications</b>	<p>Level 6 qualification in Risk Management, Law, Finance, Business Administration, or related fields.</p> <p>Professional certification or Continued Professional Development [CPD] in risk and/or procurement management, compliance, or a related discipline is highly desirable [i.e. International Compliance Association; ICA], Chartered Institute of Procurement &amp; Supply; IPS]</p>	E	D
<b>Knowledge / Experience</b>	<p>In-depth legal knowledge of regulatory and statutory requirements affecting the UK non-profit sector (i.e. company law, GDPR and Safeguarding and knowing when to seek legal advice).</p> <p>Proven experience mitigating legal risks and liabilities, identifying contractual hazards to reduce or eliminate their financial impact.</p> <p>Proven experience in guiding employees to negotiate contractual matters in a legal and ethical manner.</p> <p>Proven experience of developing policies and compliance documentation to oversee control systems to prevent regulatory violations or breaches of DEC policies.</p>	E  E  E  E	

<b>Skills</b>	<p>Strong analytical, organisational, and problem-solving skills.</p> <p>Excellent written and verbal communication abilities.</p> <p>Excellent interpersonal, and relationship management skills with a service delivery mindset.</p> <p>Ability to actively listen and engage with stakeholders at varying levels, from varying backgrounds and a range of political, cultural and value orientations.</p> <p>Ability to work independently and as part of a team, with a proactive and flexible approach.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	
<b>Secretariat culture and mind set</b>	<p>Ensure DEC's values are integral to and are upheld, throughout your DEC journey.</p> <p>Open to effective, personalised support for managing a healthy work-life balance.</p> <p>Acute self-awareness, maintaining behaviour and conduct of the highest standards of professionalism and respect as an ambassador for the DEC.</p> <p>Actively contribute to make the DEC a diverse and equitable workplace through inclusive practice and openness to different perspectives, cultures, and ideas.</p> <p>Embrace the working culture of a progressive learning and demanding humanitarian secretariat, seeking insight and using problems as opportunities to learn.</p>		

This job description is a guide to the nature of the work required of the position at the DEC and does not form part of the contract of employment. It is neither wholly comprehensive nor restrictive and therefore does not preclude change or development that will inevitably be required as the DEC learns and evolves in response to global emergencies.