



Careers

Compliance Officer

Part-time (2-3 days per week), based in London

Supporting the organisation in driving their safety and compliance culture forward. Ensuring that the organisation is compliant in relation to all legislation, regulations and best practice.

Duties include:

- Compliance with the Charity Act and Fundraising Law
- Compliance with essential policies such as Data Protection and governing documents
- Proactively audit processes, practices and documents to identify weaknesses
- Implementing and reviewing relevant policies and procedures
- Ensuring general compliance throughout the organisation
- Address employee concerns or questions on legal compliance
- Keep abreast of internal standards and business goals

The ideal candidate should have:

- Proven experience of a Compliance Officer to include Data Protection and its implementation
- Excellent written and communication skills
- Familiarity with industry practices and professional standards
- Business Acumen
- Attention to detail
- Knowledge of legal requirements and controls

Applicants are invited to submit their CV together with covering letter to careers@cst.org.uk, writing 'Compliance Officer' in the subject heading.

Closing date for applications: 31 July 2019, but may close earlier if a suitable candidate is found.