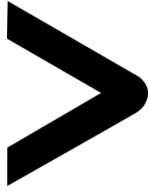


GROUNDWORK GREATER MANCHESTER



Compliance Officer



SALARY

Pay Grade: E

GGM operates a graded pay scheme which permits salary progression within grade subject to appropriate performance level. Our normal policy is to appoint at base of grade.

CONTRACT DETAILS

Permanent

36.66 hours per week

Based at Groundwork offices in Trafford Park or Ashton-Under-Lyne

We aim to support a healthy work-life balance. As such we operate a flexi-time system and part-time and flexible working options are available. We are happy to discuss preferred working arrangements with candidates within the parameters of the role requirements.

ACCOUNTABLE TO

RESPONSIBLE FOR

Supervision of volunteers or trainees

OVERVIEW OF THE POST

- To provide compliance and administration support for projects and contracts
- To lead the day to day management of the MI and database systems
- To establish and develop administration systems to support smooth running of projects and services to meet specific customer and funder requirements, maintaining a robust and auditable trail

ROLE & MAIN PURPOSES OF THE POST**Delivery**

- Leading on compliance and administration for contracts, in line with compliance guidance from funders
- Maintain and input information onto MI and database systems
- Audit and ensure compliance with paperwork timescales, targets and accuracy
- Liaise with project delivery staff to provide advice and guidance and ensure timely submission of data

Business & Service Development

- To be the primary point of contact for the MI and database systems, including liaising with funder's support functions as required; generating reports and supporting other users to maximise effective use of system
- Produce new templates and documents as required by the team
- Supports project and internal service development, including proactively supporting introduction of new systems or processes for contracts
- Identifies service improvement opportunities and shares ideas with managers
Uses internal and external data relating to system compliance and administration, and shares learning within team to inform internal and external service development and practice

Financial & Resource Management

- Understands and manages resources for specific tasks and activities
- Responsible for budgets for identified elements of employment & enterprise compliance and administration services
- Looks for cost savings and internal service improvement opportunities and shares ideas with managers and team

People Management & Development

- Organising and delivering compliance training and tracking for staff team
- Line management of volunteers or trainees
- Shares specialist skills and knowledge with others
- Embeds culture and values through own behaviours and providing supportive challenge to others

Internal Management

- Supports the effective operation and improvement of core business functions through compliance
- Embeds policy and procedure within areas of responsibility
- Supports delivery of business improvement priority plans within team

Other

- Perform all other duties as assigned

Person Specification

Essential Experience

- Experience of compliance, auditing and administration
- Knowledge and experience of Microsoft Word and Excel
- Experience of using MI and database systems and generating reports for users
- Experience of managing systems and procedures that are GDPR compliant

Desirable Experience

- Experience of working within the education sector or on contracts funded by EFA, SFA or ESF.
- Experience of analysing and implementing new compliance systems for projects

Essential Knowledge, Skills and Qualifications

- Good level of literacy and numeracy
- High level of personal organisation and attention to detail

Desirable Knowledge, Skills and Qualifications

- L2 Business Administration or similar qualification
- IT qualification
- Compliance and auditing qualification
- GDPR trained

Values and ethos:

Demonstrates practical understanding of organisation values and can describe how these might apply to role and how they would embed these across the organisation.

Passion for the organisation and our work.

Actively seeks learning and development.

ADDITIONAL FACTORS

- Able to work outside of normal office hours within a flexi time / time off in lieu system.
- Comply with the organisation’s policies and procedures including, but not exclusively, Equality, Diversity and Inclusion, Data Protection, Health and Safety, Safeguarding and Environment.
- This post will be subject to a basic DBS check.
- We offer a guaranteed interview to applicants with a disability and Armed Forces veterans who meet the essential criteria above.

PREPARED BY:

Jill Eckersley

PREPARED ON:

11/02/25