**POST:** Compliance Officer

**HOURS:**Full Time

**LOCATION:**Manvers, Wath-upon- Dearne, Rotherham

**SALARY:**£22,000 per year

**ANNUAL LEAVE:**20 days + 8 bank holiday days paid holiday

**INTRODUCTION TO** **Football Family Ltd**

Football Family Ltd is an education organisation. Founded in 2019, we deliver a variety of high-quality sporting, Digital, and services skills-related Study programmes, Traineeships and Apprenticeship provision.

With a large partner group, we support around 1,200 individuals Nationwide.

**INTRODUCTION TO ROLE**

In this role you will be responsible for the development and monitoring of our compliance and quality systems on our provision. Reporting to our Director of Compliance you will be able to demonstrate analytical and investigatory experience and will be responsible for the supporting and compilation of evidence required. This will involve conducting regular audits to ensure our programmes are compliant with ESFA Traineeships Funding Rules and evidence requirements.

**RESPONSIBILITIES**

1. Develop a timetable of weekly compliance activity and audits of programme paperwork and evidence requirements.

2. Undertake ongoing audits to ensure:

a. All learners have the appropriate experience and units of work are completed timely.

b. Individual Learning Plans and Progress Reviews are completed to a high standard by Tutors with regular written feedback.

d. The timely submission of weekly attendance registers and monthly learner progress reviews by Tutors.

e. All learner paperwork is present in the learner file (according to the paperwork/APTEM checklist) and is fully completed.

f. Evidence is in place to support outcomes claimed, such as qualification certificates.

3. Ensure there is a robust compliance control system in place to accurately record policy amendments, version control, policy approval and scheduling of policy updates.

4. Monitor new staff induction and CPD staff training records to ensure mandatory training, such as Safeguarding, GDPR and Prevent, is completed on time.

5. Provide fortnightly compliance reports to the management team.

6. Identify potential areas of compliance vulnerability and risk; develop action plans for the mitigation of those risks and provide general guidance on how to avoid similar situations in the future.

7. Support staff to address non-compliance through written feedback and coaching.

8. Promote a positive culture of compliance amongst staff.

9. Undertake any other reasonable request or duties commensurate to the post.

**PERSON SPECIFICATION**

**Qualifications**

UK graduate or equivalent

GCSE Maths and English (grade C/4 or above)

**Experience**

Experience preferably of working in the education or training sector (not essential)

Experience in audit and analysis activity

Knowledge of ESFA Traineeships Funding Rules and requirements (desirable)

**Skills and abilities**

Excellent communication skills (oral and written) and effective interpersonal skills

Excellent ICT skills

Excellent organisational and administrative skills

Able to work accurately towards targets and deadlines

**Other**

Clean driving license and access to own car

Job Types: Full-time, Permanent

Salary: starting salary of £22,000.00 per year

Apply via web site: [Home (footballfamily.org.uk)](https://footballfamily.org.uk/home)