



Job Description

Job Title: Compliance Officer

Responsible to: Chief Operating Officer

Salary: £27,000 full time equivalent

Hours and Term: 12 month fixed term contract. The role will be for **15 hours** per week for the first six months, reducing to **7.5 hours** per week thereafter for the remainder of the contract.

Location: CRY Office, Southampton

Job Summary

We are an international Christian children's charity with a mission to empower children to rise beyond poverty under the leadership of local champions. As we continue to grow, we are committed to operating with integrity, transparency, and accountability across all areas of our work — from our international programmes to our UK-based retail and office operations.

To support this commitment, we are seeking a diligent and detail-oriented **Compliance Officer** to help ensure our charity remains compliant with key legal and regulatory requirements. This role will work closely with the Chief Operating Officer to ensure the vital work of safeguarding the charity's people, data, and reputation, enabling us to operate safely and ethically while maximising the impact of our mission.

Key Responsibilities

- **Compliance Oversight:** Monitor and support compliance with relevant legislation and internal policies across the charity's retail and office environments.
- Ensure policies and procedures are up to date and implemented across all of our shops.
- **Data Protection:** Work with the team to ensure policy is implemented and the organisation practices meet current legislation.
- **Health & Safety:** Conduct risk assessments, maintain safety records, and ensure that all premises and activities meet statutory health and safety requirements.
- **Safeguarding:** Support the Designated Safeguarding Lead in ensuring safeguarding policies and practices are effectively implemented across all areas.
- **Training & Awareness:** Deliver or coordinate compliance-related training for staff and volunteers.
- Promote a culture of ethical behavior and accountability across the organisation.

- **Risk Management:** Identify, assess, and mitigate compliance risks across the charity's operations.
- **Policy Review:** Regularly review and update relevant policies in line with changing legislation and best practices.

Person Specification

Essential:

- Experience in compliance and an understanding of latest legislation.
- Ability to communicate complex information clearly and confidently to a range of audiences.
- Strong organisational and administrative skills.
- Ability to work independently and manage time effectively.

Desirable:

- Experience in the charity or retail sector.
- Experience supporting or delivering training.

What We Offer:

- The opportunity to work for a meaningful cause in a supportive and collaborative environment
- Flexible working environment
- 22 days holiday a year (pro rata)
- An additional day off for your birthday
- A workplace pension scheme
- Free parking

This job description is not exhaustive. It merely acts as a guide and may be amended to meet the changing requirements of the charity at any time after discussion with the post holder.