

## Job Title

### Job Description and Personal Specification

Job title:	Risk Assurance Project Coordinator
Place of work:	Home based
Hours of work:	37 per week
Salary/Grade:	Up to £24,000
Reports to:	Head of Governance & Risk
Level of screening:	

## Who we are



Catch22 is a social business which design and delivers services that build resilience and aspiration in people and communities. We believe that people can thrive when they have a good place to live, good people around them, and a fulfilling purpose. We call these our '3Ps'.

All Catch22 services deliver at least one (and often all three) of these outcomes. If you share our values and commitment to transforming people's lives, get in touch!

## Where you fit in

### About Catch22's Corporate Services

Our corporate services in Catch22 include finance, IT, business services, the people team, health & safety, and development. We service staff across the Catch22 hubs: Justice, Education, Employability and Skills and Young People and Families.

### About the Risk Team

You will report to the Head of Governance & Risk who heads up the organisations approach to Risk Management and Risk Assurance from the corporate services hub. His remit includes the management of the portfolio board, company policy and internal audit among others. You will work closely alongside the wider risk team (Safeguarding, Health & Safety (H&S) and Data Protection) who are responsible for the management of specific risk across Catch22, providing effective and efficient risk advice and delivering high quality risk information and analysis to our operational teams.

The team are an established, fun and hard-working team who are committed to the values and continued success of Catch22.

### About You

You are an inquisitive, problem solver with a collaborative approach and an interest in risk management. You pride yourself on seeing the detail at hand and are motivated to continually improve systems, processes and procedure.

## Main Duties & Accountabilities

- Support the Head of Governance & Risk in the delivery of the organisation's internal assurance plan. Including desktop review and quality audits.
- Support in the running of the organisations Incident Management system Datix.
- Assist the Head of Governance & Risk in the collation and management of the organisations Risk Register(s).
- Collaborate with colleagues to embed risk principles across the Catch22 group.
- Support the organisations Data Protection Manager with elements of the administration and review of Subject Access Requests. Including qualitative and quantitative review.
- Lead on the management of the organisation's compliance policy management system (4policies). Including user management, policy review updates and technical resolution.
- Support the Head of Governance & Risk in ensuring the organisation's policies are reviewed and updated in an effective manner.
- Assist in the production of compliance/risk reports
- Review and suggest recommendations to continuously improve risk assurance processes, documentation and minimum standards.
- Manage organisational guidance shared on risk management related pages on the organisation's intranet (Sharepoint)
- Feed into the creation of a scheme of training relating to Risk management
- Provide support to the wider Risk team across Safeguarding, H&S, Data Protection and some ad-hoc project work depending on need.

## What does good look like for this role?

Able to support the Head of Governance and Risk embed an integrated risk and governance culture across the group

Able to form good relationships with key stakeholders

Able to identify issues and apply a solution focussed approach

Able to self-motivated

Able to meet deadlines, follow direction and have a good attention for detail.

## Organisational Relationships

- To be primarily accountable to the Head of Governance & Risk.
- Regular contact with the wider Risk leads & Project Manager
- Working collaboratively with Directors and Managers across the organisation where there is a business need

CATCH22 VALUES	
	<b>WE'RE COMPASSIONATE:</b> We care about people – supporting them to move forward.
	<b>WE EMPOWER OTHERS:</b> We give people the knowledge, skills and opportunities to thrive.
	<b>WE'RE COLLABORATIVE:</b> We do things with people, not to them.
	<b>WE'RE CURIOUS:</b> We explore, innovate and challenge to improve what we do.

Job Title: Person Specification			
COMPETENCY	ESSENTIAL	DESIRABLE	ASSESSMENT
QUALIFICATIONS	<ul style="list-style-type: none"> <li>A good basic level of education (GCSE &amp; A Level)</li> </ul>	<ul style="list-style-type: none"> <li>Educated to Degree level</li> </ul>	Application/Interview
KNOWLEDGE	<ul style="list-style-type: none"> <li>A good understanding of the requirements and needs that go with operating in a regulated industry</li> <li>A basic understanding of risk, compliance and assurance or a willingness to learn.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of Charity Commission oversight</li> </ul>	Application/Interview
EXPERIENCE	<ul style="list-style-type: none"> <li>Experience working within a regulated industry</li> <li>Experience dealing with tight deadlines and changing priorities</li> <li>Experience administrating digital systems</li> <li>Experience interpreting complex data and reporting information in a clear, straightforward way both verbally and in writing</li> </ul>	<ul style="list-style-type: none"> <li>An understanding of project management principles and good practice</li> <li>Experience working for a Charity</li> </ul>	Application/Interview

	<ul style="list-style-type: none"> <li>• Experience giving advice and guidance</li> </ul>		
<b>SKILLS &amp; ABILITIES</b>	<ul style="list-style-type: none"> <li>• Able to communicate clearly, logically and effectively verbally and in writing.</li> <li>• Able to effectively prioritise</li> <li>• Able to analyse problems and remain solution focussed.</li> <li>• Comfortable speaking to individuals at any level</li> <li>• Office 365 - Excel, Word, Teams, Sharepoint</li> </ul>	<ul style="list-style-type: none"> <li>• Using systems to extract information for the purpose of reporting</li> </ul>	Application/Interview
<b>OTHER</b>	Share Catch22 values Awareness of and commitment to Equality & Diversity Willing to travel and work flexibly Desire to develop and undertake training as required		Application/Interview