



# COMPLIANCE AND SAFEGUARDING ADVISOR

## Job Description

5<sup>th</sup> June 2019

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**Job Title:** Compliance and Safeguarding Advisor

**Purpose:** To support the VCUKI Assistant General Counsel with administration in the areas of legal compliance, safeguarding and human resources.

**Reporting to:** Assistant General Counsel (AGC)

**Terms:** This is a part time position for fixed term of 2 years. This job description should be viewed in conjunction with a contract of employment (for terms of employment)

**Salary:** £19,000 - £22,000 per annum (pro rata) (depending on experience)

**Location:** VCUKI Financial and Legal Office, The Vineyard Centre, Vulcan Street, Hull, HU6 7PS.

### Overall Responsibilities

The main responsibilities of this role will be to support the AGC with administration. In particular in the areas of legal compliance, safeguarding policies and procedures and human resources for VCUKI. There will be an additional role attached to this position of acting as the Personal Assistant to the VCUKI Chair of Trustees.

### Legal Compliance

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- Administration of compliance policies and procedures
  - Administration support associated with the VCUKI Trade Marks
    - Licensing of senior pastors (under the direction of the AGC)
    - Management of the licensee database
    - Assist AGC with Trade Mark infringement process
  - Administration of the 2020 By-laws implementation

### Safeguarding

- Managing VCUKI Safeguarding policies and procedures alongside the AGC
  - Keeping the VCUKI Safeguarding Policy up to date with current legislation
  - Administration of DBS / Access NI / PVG Scheme checks of VCUKI Senior Pastors
  - Advising churches on safeguarding requirements
- Potential role – Act as VCUKI Safeguarding Co-Ordinator

### Human Resources

- VCUKI HR Administration
  - Management of employee files
  - Assisting the AGC to keep HR policies and associated documents up to date
  - Communication with VCUKI line managers on:
    - Annual appraisals
    - Holiday entitlement
    - Employment issues

### Personal Assistant to Chair of Trustees

- Light PA duties including:
  - Diary management
  - Meeting administration
  - Proof reading of documents

### General Tasks

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- General office work and support to the AGC including:
    - Answering phone calls
    - Filing
    - Ad hoc project work