

Candidate Information Pack

Compliance & Risk Manager

Location: United Kingdom

Department: Legal & Compliance

Reporting to: Head of Legal & Compliance

About the Organisation

We are an international, faith-based organisation operating within a structured governance framework and a strong regulatory environment in the United Kingdom.

Our work spans a range of community, development, and strategic initiatives, delivered in partnership with regional and international stakeholders. This requires a disciplined approach to governance, compliance, and risk management, ensuring that all activities are conducted with integrity, transparency, and accountability.

The Legal & Compliance function plays a central role in supporting this framework — working closely with senior leadership and trustees to ensure that the organisation meets its legal and regulatory obligations while enabling effective and responsible delivery of its objectives.

This is an opportunity to join a values-driven organisation where strong governance is not simply a requirement, but a core part of how we operate.

About the Role

We are seeking a capable and motivated **Compliance & Risk Manager** to join our Legal & Compliance team. This is a key role supporting the organisation in maintaining strong governance, regulatory compliance, and risk management practices.

You will work closely with internal stakeholders across the organisation, providing practical, risk-based advice and helping to embed a culture of compliance and accountability. This role is particularly suited to an individual with a strong legal foundation who is looking to apply their expertise in a dynamic, purpose-driven environment.

Purpose of the Role

The Compliance & Risk Manager will support the organisation in maintaining a robust legal, regulatory, and risk management framework. The role sits within the Legal & Compliance team and is responsible for ensuring adherence to applicable laws and regulations, strengthening internal controls, and embedding a proactive risk-aware culture across the organisation.

The role requires a strong legal grounding, with demonstrable experience in compliance, risk management, and governance. Experience in data protection (including UK GDPR and the Data Protection Act 2018) is highly desirable.

Experience within the charity or not-for-profit sector would be advantageous, particularly within a regulated UK environment.

Key Responsibilities

Compliance & Regulatory Oversight

- Monitor and interpret applicable UK legal and regulatory requirements (including charity law, company law, and regulatory guidance)
 - Support the development, implementation, and ongoing review of compliance frameworks, policies, and procedures
 - Provide practical, risk-based compliance advice to internal stakeholders
 - Assist in regulatory filings and engagement with relevant authorities
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Risk Management

- Support the design and implementation of the organisation's risk management framework
 - Maintain and update the organisational risk register
 - Conduct risk assessments and support mitigation planning
 - Promote a risk-aware culture across the organisation
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Legal Support (Non-Contentious)

- Assist in reviewing, drafting, and negotiating agreements (e.g. grants, partnerships, NDAs)

- Support contractual compliance and risk mitigation
 - Liaise with external legal advisors where required
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Data Protection & Privacy

- Support compliance with UK GDPR and the Data Protection Act 2018, including:
 - Data mapping and records of processing activities (ROPA)
 - Data protection impact assessments (DPIAs)
 - Policy development and implementation
 - Act as a point of contact for internal data protection queries
 - Support incident management, including breach assessments and reporting
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Governance & Internal Controls

- Support governance processes, internal audits, and control reviews
 - Assist in preparing reports for senior management and trustees
 - Monitor adherence to internal policies and recommend improvements
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Training & Awareness

- Deliver training on compliance, risk, and data protection
 - Promote a culture of accountability and regulatory awareness
 - Provide guidance on best practice and emerging risks
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About You

You are a legally grounded compliance professional who is comfortable operating at the intersection of law, risk, and governance. You bring a pragmatic approach to complex issues and are able to translate legal and regulatory requirements into clear, workable solutions.

You are confident engaging with a range of stakeholders, including senior management and trustees, and are able to communicate with clarity, precision, and sound judgement.

Essential

- A strong legal background (law degree or equivalent experience), with the ability to apply legal reasoning in a practical, operational context
 - Experience in compliance, risk, or governance within a UK-based organisation
 - A sound understanding of regulatory frameworks and risk management principles
 - Excellent drafting skills, with the ability to produce clear, structured, and precise documentation
 - Strong analytical capability and attention to detail
 - The ability to manage competing priorities and operate effectively in a dynamic environment
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Desirable

- Experience within the charity or not-for-profit sector, particularly within a regulated UK environment
 - Working knowledge of UK GDPR and practical data protection compliance
 - Experience supporting audits, regulatory engagement, or internal reviews
 - Relevant professional qualifications (legal, compliance, or risk disciplines)
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Key Competencies

- Strategic and solutions-oriented thinking
 - Strong stakeholder management and interpersonal skills
 - High levels of integrity and professional judgement
 - Ability to manage multiple priorities
 - Proactive and collaborative approach
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Why Join Us?

- Opportunity to play a meaningful role in strengthening governance and compliance
 - Collaborative and purpose-driven working environment
 - Exposure to a broad range of legal, regulatory, and risk matters
 - Opportunity to contribute to strategic organisational initiatives
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How to Apply

Please submit your CV along with a brief covering statement outlining your suitability for the role and relevant experience at jobs@world-federation.org