

JOB DESCRIPTION

COMPLIANCE, GOVERNANCE AND RISK MANAGER

Job Title: Compliance, Governance, and Risk Manager

Reports To: Chief Executive Officer (CEO)

Location: Flexible hybrid (remote with occasional travel to headquarters (Leicester, LE2 9TF), board meetings, and dropzones across the UK)

Contract: Full-time, permanent

Salary: £30,000 - £40,000 p/a (depending on experience)

ROLE OVERVIEW

British Skydiving, the national governing body for skydiving in the UK, is seeking a highly skilled and committed professional to take on the new role of **Compliance, Governance, and Risk Manager**.

This role sits at the heart of our organisation, combining three critical pillars:

- **Compliance (including Safeguarding):** Upholding the highest standards of integrity and member protection, ensuring fair complaint resolution and safe participation for all.
- **Governance (including Company Secretary):** Supporting the Board to deliver effective governance, transparent decision-making, and alignment with regulatory requirements.
- **Risk Management:** Building a proactive culture of risk awareness, ensuring British Skydiving is resilient, forward-looking, and equipped to manage the challenges of a dynamic adventure sport.

The successful candidate will be a trusted advisor to the CEO and the Board and will play a pivotal role in embedding a culture of safety, accountability, and continuous improvement across the organisation.

KEY RESPONSIBILITIES

1. Compliance (including Safeguarding)

- Manage safeguarding concerns, whistleblowing cases, and complaints in line with statutory guidance and internal policies.
- Act as the Designated Safeguarding Lead (DSL) for British Skydiving, ensuring best practice across the organisation and member network.
- Develop, implement, and monitor safeguarding and welfare policies, ensuring compliance with Sport England, UK Sport, and other regulatory requirements.

- Ensure all case management processes are timely, confidential, fair, and consistent, with outcomes clearly recorded.
- Train and support staff, volunteers, and dropzone operators in safeguarding awareness and complaint handling.
- Lead reviews of safeguarding practice, introducing measurable improvements such as reducing complaint resolution time and enhancing reporting confidence.
- Administering British Skydiving Safeguarding and complaints handling platforms, First Advantage and My Concern

2. Governance (including Company Secretary)

- Serve as Company/Board Secretary to the Board of Directors, ensuring compliance with Companies Act 2006 and related governance legislation.
- Support the Chair, CEO, and Board with preparation, coordination, and documentation of meetings (agenda setting, minutes, action tracking).
- Advise on best practice governance, embedding standards recommended by Sport England and UK Sport.
- Maintain statutory records, filings, and declarations.
- Ensure governance structures remain fit-for-purpose, inclusive, and transparent, with a focus on diversity and accountability.
- Support board development, induction, and annual evaluation processes.

3. Risk Management

- Lead the organisation's risk management framework, ensuring regular updates to the risk register and Board-level oversight.
- Work closely with the CEO, Risk Working Group, and senior leadership to identify, assess, and mitigate emerging risks.
- Develop and maintain business continuity and crisis management plans.
- Support insurance, safety, and compliance discussions with key partners (e.g. CAA, HSE, insurers).
- Report to the Board on risk trends, mitigations, and assurance.
- Foster a culture of proactive risk awareness across staff, volunteers, and affiliated dropzones.

WHAT WE OFFER

- Salary: £30,000 – £40,000 per annum (depending on experience).
- Flexible working arrangements, with remote working and occasional travel.
- Opportunity to shape the governance, compliance, and risk function in a high-profile national governing body.
- Professional development and training support (including safeguarding and governance accreditations).

- Inclusive, supportive workplace culture with a passionate team dedicated to advancing the sport of skydiving in the UK.
- Enhanced leave policy, medical insurance and other perks

HOW TO APPLY

Please send your CV and a covering letter (max 2 pages) explaining your suitability for the role to: **Shasha Jackson** – hr@britishskydiving.org

Applications close: **17th October at 1200 noon**

Interviews: **Virtual 21st October and in-person 24th October**

British Skydiving is committed to equal opportunities and welcomes applications from all sections of the community. We particularly encourage applications from groups currently underrepresented in governance roles across sport.