

PERSON SPECIFICATION COMPLIANCE, GOVERNANCE AND RISK MANAGER

	Essential Criteria	Desirable Criteria
Education/ Qualification	Relevant experience and demonstrated continued professional development	Legal, compliance, or risk-related professional qualification (e.g., ICSA, CIPFA, law degree). DSL training or equivalent experience.
Skills/ Abilities	Strong written and verbal communication skills, with the ability to influence senior stakeholders Strong understanding of safeguarding legislation and best practice Managing sensitive and complex cases with discretion and fairness	Demonstrable commitment to diversity, equity, and inclusion. Track record of designing or managing risk registers, business continuity plans, and assurance frameworks.
Experience	Demonstrated experience in compliance, governance, or risk management roles (sports, charities, or regulatory bodies preferred).	Experience in the sports sector or an adventure/outdoor environment. Working with volunteer boards and committees. Experience in data protection, GDPR compliance, and ethical standards management.
Knowledge	Proven knowledge of company law, governance codes, and board procedures.	Familiarity with the regulatory frameworks of Sport England, UK Sport, and other relevant bodies.
Competencies	High levels of integrity, independence, and professional judgement. Accountability, Analytical thinking, Collaboration, Communication, Resilience, Innovation and Member Focus	

COMPETENCIES

- **Integrity and Accountability:** Upholds the highest ethical standards and inspires trust.
- **Analytical Thinking:** Identifies risks, trends, and solutions through evidence and insight.
- **Collaboration:** Builds strong, respectful relationships across staff, volunteers, and external partners.
- **Communication:** Explains complex governance and compliance issues clearly to diverse audiences.
- **Resilience:** Manages sensitive or high-pressure issues calmly and effectively.
- **Innovation:** Seeks out improvements in governance, compliance, and risk processes.
- **Member Focus:** Committed to ensuring safe, fair, and positive experiences for all members of the skydiving community.

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. If you require any accommodations to support your participation in the interview process, please contact Shasha Jackson listed above.