

*COMPLIANCE,
GOVERNANCE
& RISK MANAGER
ROLE PACK*

Closing date for applications is 1200 Noon, Friday 21st October, 2025

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A skydiver is shown in the process of landing in a body of water, likely a pond or lake. The skydiver is wearing a black helmet, goggles, and a harness. They are holding onto the controls of a large, multi-colored parachute that features horizontal stripes of red, white, and blue. The parachute is partially inflated and is creating a significant splash in the water. The background consists of a dense line of green trees and foliage, suggesting a natural setting. The overall scene is dynamic and captures a moment of high action.

BRITISH
SKYDIVING

WHO WE ARE

British Skydiving is a democratic, not-for-profit organisation whose purpose is to organise, govern and further the advancement of skydiving in the UK.

WELCOME FROM THE CEO

Welcome to our role pack. I hope it helps you to get a sense of the Association and whether the Compliance, Governance and Risk Manager role might be a good fit for you.

This is an exciting time to join British Skydiving. The Association has taken some significant steps as part of an ambition to establish itself as a future-facing governing body. This has included formulating our strategic plan for 2023-2027, building our inclusivity strategies by signing up to Charter Membership with Sporting Equals and continuing our good governance journey by commissioning an independent Board review.

I look forward to welcoming the successful candidate to the team.



Rob Gibson
CEO

OUR HISTORY

The British Parachute Association Ltd., trading as British Skydiving, was formed in 1961 and incorporated as a not-for-profit company limited by guarantee in 1966.

British Skydiving is the governing body of skydiving in the United Kingdom and is committed to maintaining the highest standards of safety in the sport. Careful analyses of accidents and injuries over time has enabled British Skydiving to build up detailed knowledge of the risks in the sport. As risks are identified and assessed, measures to manage and control the risks are implemented. These control measures are set out in our Operations Manual.

High quality training packages delivered by British Skydiving ensures consistency for all delegates starting on the pathway to become an instructor. These courses are run by the British Skydiving Safety and Training Team, in partnership with affiliated Parachute Training Organisations.

British Skydiving co-ordinates a varied programme of competitions, promoting skills development and excellence in skydiving, funding national teams and individuals who meet strict performance standards to World Championships.

It also supports major events such as the British Skydiving National Championships in all the major skydiving disciplines, together with British Skydiving UK Skydiving League (UKSL) and British Skydiving Grand Prix Competitions held at Affiliated Parachute Training Organisations throughout the UK.



BRITISH
SKYDIVING

OUR VISION

***TO SECURE SKYDIVING AS A SAFE, ENJOYABLE
AND ACCESSIBLE SPORT FOR ALL.***

Our vision is driven by our belief that through the power and inspiration of our members, partners, staff and supporters, we can grow the sport of skydiving, extending its reach, accessibility and positive visibility.



OUR VALUES

COMMITMENT TO EXCELLENCE

Our belief that everything we do must be of the highest standard and reflect our ambitions as the leader of British Skydiving.

RESPECT, INTEGRITY AND TRUST

All our interactions with each other, members, staff, partners, other stakeholders and with the wider public will be characterised by a respect for the views of others and the integrity of our approach.

We will treat all people and issues with fairness and equality at all times. Our behaviours and decisions will always demonstrate the highest levels of integrity.



OUR VALUES

HONESTY AND OPENNESS

We will proactively engage with and listen to our members and other stakeholders, seeking opinion and cultivating understanding of our ambitions and approach.

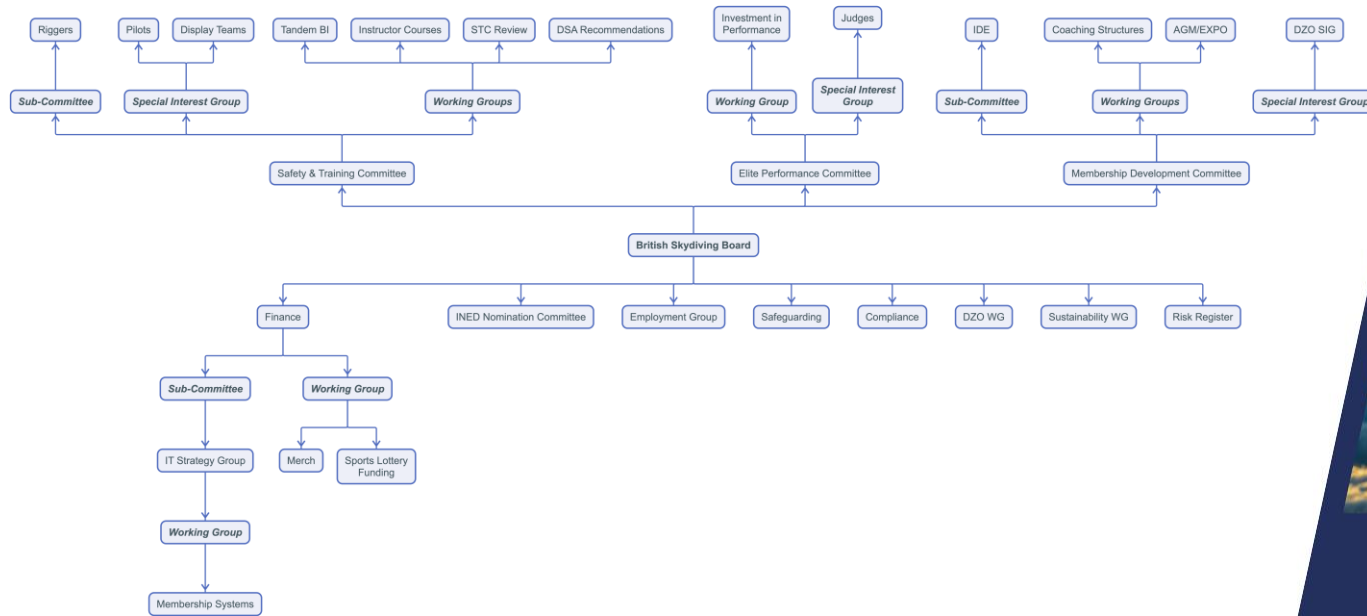
BUILDING OUR KNOWLEDGE

We will facilitate the continuous learning and development of our members to improve their performance and enjoyment of skydiving. We will continuously transform ourselves as a learning organisation in response to the pressures we face to maintain our pre-eminent position in British Skydiving.

We will ensure that our knowledge and development as a body is always of the highest level so that we can support our members to the full.



BOARD STRUCTURE



JOB DESCRIPTION



| | |
|-------------------|---|
| Role Title | Compliance, Governance and Risk Manager |
| Contract | Full-Term, Permanent |
| 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) |
| Salary | £30,000 - £40,000 p/a (depending on experience) |

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)**
- **Governance (including Company Secretary)**
- **Risk Management**

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.

ROLE OVERVIEW

JOB DESCRIPTION



Compliance (including Safeguarding): Upholding the highest standards of integrity and member protection, ensuring fair complaint resolution and safe participation for all.

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

KEY RESPONSIBILITIES

JOB DESCRIPTION



Governance (including Company Secretary): Supporting the Board to deliver effective governance, transparent decision-making, and alignment with regulatory requirements

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.

KEY RESPONSIBILITIES

JOB DESCRIPTION



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.

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

KEY RESPONSIBILITIES

PERSON SPECIFICATION

Essential Qualifications and Experience

- Demonstrated experience in compliance, governance, or risk management roles (sports, charities, or regulatory bodies preferred).
- Strong understanding of safeguarding legislation and best practice, ideally with DSL training or equivalent experience.
- Proven knowledge of company law, governance codes, and board procedures.
- Track record of designing or managing risk registers, business continuity plans, and assurance frameworks.
- Skilled in managing sensitive and complex cases with discretion and fairness.
- Strong written and verbal communication skills, with the ability to influence senior stakeholders.
- High levels of integrity, independence, and professional judgement.

PERSON SPECIFICATION



Desirable Skills and Attributes

- Experience in the sports sector or an adventure/outdoor environment.
- Familiarity with the regulatory frameworks of Sport England, UK Sport, and other relevant bodies.
- Experience working with volunteer boards and committees.
- Legal, compliance, or risk-related professional qualification (e.g., ICSA, CIPFA, law degree).
- Experience in data protection, GDPR compliance, and ethical standards management.
- Demonstrable commitment to diversity, equity, and inclusion.

DESIRABLES

PERSON SPECIFICATION



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.

PERSONAL QUALITIES

BENEFITS



Benefits

- 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

WHAT WE OFFER

HOW TO APPLY



Application process

Please send your CV and a covering letter (max 2 pages) explaining your suitability for the role to:

Shasha Jackson – hr@britishskydiving.org | 0116 5047 292

Equal Opportunities

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.

Key Dates

Applications close: 1200 Noon, Friday 21st October

First Interview: Virtual, Tuesday 21st October

Second Interview: In-Person, Friday 24th October

APPLICATIONS



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The logo for British Skydiving is centered on a dark blue background. The word "BRITISH" is in a bold, red, italicized sans-serif font. Below it, the word "SKYDIVING" is in a white, outlined, italicized sans-serif font. A thin white line starts from the top left, passes behind the text, and ends near the bottom left. In the bottom left corner, there is a faint, dark green outline of a right-angled triangle.