



NATIONAL COMPLIANCE MANAGER

Background

England Boxing is the National Governing Body for the one of the oldest sports in the world, one which has featured in the ancient and modern Olympics since 1904.

With its own heritage going back to 1880, the organisation is responsible for promoting and developing the sport at all levels, from grassroots through to the England talent pathway, and in turn passing prospective medallists on to GB Boxing. The organisation is a member of AIBA and EUBC, the World and European governing bodies, respectively.

England Boxing has a robust strategy, a funding plan up until 2022 and is currently developing the next strategy up to 2025. The governing body is going through rapid change and, up until the Coronavirus Pandemic, the sport was experiencing growth in both competitive and recreational boxing. Following the pandemic, there are plans rebuild and regenerate to come back even stronger. Alongside being successful in delivering medals at international championships, the sport also has a significant record in delivering community programmes and activity in inner cities and local communities.

The clearly-stated ambitions in England Boxing's strategy include the requirement to provide a safe and regulated sporting environment, whether this be through safeguarding, anti-doping or adherence to the regulations that ensure the sport is operated in a safe, equitable and inclusive manner for all those who participate as a boxer, coach official or administrator.

In order to achieve this, England Boxing is looking to employ a National Compliance Manager to oversee, develop, educate, inform and apply the compliance and disciplinary regulations in order to ensure the delivery of the sport safely, fairly and with integrity. The role will also play a full part in the broader delivery and growth of the sport and national governing body.

Job Description

Job Title	National Compliance Manager.
Reporting To	CEO.
Responsible for	Managing a compliance, safeguarding and discipline officer (full scope to be developed, depending on skills gap) and administration assistant.
Salary	Competitive and subject to experience.
Location	Can be remote, but regular presence required in our Sheffield office post-pandemic, with some national travel.
Type of Contract	Permanent.
Role Purpose	<p>As part of the senior management team, the role will be to lead and manage the compliance, regulatory and disciplinary function of the organisation, including safeguarding and anti-doping, in order to ensure the sport operates in as safe as manner as possible and in accordance with the regulations.</p> <p>The person will ensure the policies, regulations, rules and practices are fully implemented and adhered to. Where they are breached, and thus the safety, integrity and delivery of the sport are compromised, they will ensure appropriate actions are taken in line with the disciplinary procedures.</p> <p>The successful candidate will be required to act as the initial England Boxing disciplinary lead officer in receiving, handling investigating and subsequently reporting to the relevant sub-committee and panels in line with England Boxing policies and procedures. This will include handling and managing any safeguarding and anti-doping complaints and breaches.</p> <p>The role will require ensuring the policies of the organisation stay up-to-date, relevant and follow recognised industry best practice and, where applicable, national laws. In addition, these requirements must be communicated effectively and clearly to</p>

	<p>the membership through appropriate education, training and communication.</p> <p>The role will also be required to deal with external agencies and organisations for example UKAD, LADOs, Police, CPSU.</p> <p>By its very nature of the role, the successful candidate will be required to demonstrate high levels of discretion, confidentiality, resolve and understanding of the issues involved.</p> <p>In addition, and as part of the role, there will also be a requirement to input into other aspects of the organisation in order to help deliver the overall strategy and aims of the organisation.</p> <p>Please note the job will require flexible working hours, including evening and weekend work and attendance at National Championship finals.</p>
<p>Key Accountabilities</p>	<ul style="list-style-type: none"> • To lead, develop and manage the compliance and regulatory function of the organisation, including the safeguarding, discipline and anti-doping functions. This to include being, where required, dealing with queries and complaints, acting as the initial designated officer and management of the safeguarding policies including DBS and the associated risk assessment process. • To ensure the compliance / regulatory remit stays up-to-date in terms of appropriate regulations, policies and practices and these are clearly communicated to the membership. • Where appropriate, develop and implement appropriate education and training courses / programmes for the membership so there is full understanding / awareness of the regulatory requirements e.g. safeguarding, anti-doping, code of conduct, social media. • Where appropriate, act as the designated representative of England Boxing in liaising with external agencies, e.g. LADOs, UKAD, Police, Local authorities, CPSU etc. • Responsible for the production and delivery of the annual safeguarding implementation plan. • Act as point of contact for the safeguarding trainers and regional safeguarding officers. • To develop good governance and regulatory policies and practice for clubs and members in order to optimise club delivery in as safe, protective and equitable manner as possible for all involved. • To manage the Compliance / Disciplinary Officer and administrator, including their performance and development.

	<ul style="list-style-type: none"> • To manage all budgetary aspects of the compliance and disciplinary budgets, including nationally agreed contracts and service level agreements. • Maintain and develop relationships with various national partners, stakeholders and third parties who can assist in the development and delivery of the regulatory framework and other applicable laws and regulations. • To work with and attend, as appropriate, sub-committees and board meetings in order to ensure that current and new initiatives are clearly articulated, developed and instigated at the appropriate level of delivery. • To provide support and input into the senior management team as required, including, where required, into the development and delivery of the organisation's strategic plan and Sport England funding programme. • To perform any other duties as reasonably required to meet the objectives of the organisation.
<p>Person Specification</p>	<p>Essential:</p> <ul style="list-style-type: none"> • Minimum five years' experience managing and delivering a regulatory / compliance / discipline function. This to include experience of investigating complaints and subsequent reporting. • Significant and demonstratable experience in developing, writing, delivering appropriate regulations and policies. • Experience in developing training and education initiatives in order that there is an appropriate level of awareness and understanding of the importance and use of the compliance regulations e.g. safeguarding training, anti-doping etc. • Comfortable operating in a fast-changing and challenging environment with excellent people / relationship management skills and the ability to influence and engage. • Excellent written and verbal communication skills, along with appropriate IT skills, specifically Microsoft Word, Excel and PowerPoint. Track record in the successful management of budgets. • To be extremely resilient and able to demonstrate leadership, and have experience operating at a senior management level. • A clear understanding of the need for confidentiality discretion and empathy of the role.

	<p>Desirable:</p> <ul style="list-style-type: none">• Experience in an investigatory, legal or similar role and the associated processes.• Dealing with safeguarding and associated matters.• Experience in dealing with Police, LADOs and regulatory bodies at the highest levels.
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To apply

In order to apply for this role with England Boxing, please send CV and cover letter, indicating salary expectations, to hrapplications@englandboxing.org

The closing date for applications is Monday 2nd August 2021.

Valuing Diversity

England Boxing Ltd is committed to valuing diversity and seeks to provide all staff with the opportunity for employment, career and personal development on the basis of ability, qualifications and suitability for the work as well as their potential to be developed into the job.

We believe that people from different backgrounds can bring fresh ideas, thinking and approaches which make the way work is undertaken more effective and efficient.

The Company will not tolerate direct or indirect discrimination against any person on grounds of age, disability, gender / gender reassignment, marriage / civil partnership, pregnancy / maternity, race, religion or belief, sex, or sexual orientation whether in the field of recruitment, terms and conditions of employment, career progression, training, transfer or dismissal.

It is also the responsibility of all staff in their daily actions, decisions and behaviour to endeavour to promote these concepts, to comply with all relevant legislation and to ensure that they do not discriminate against colleagues, customers, suppliers or any other person associated with the Company.