

## JOB DESCRIPTION

<b>Job Designation/ Service</b>	<b>Compliance Coordinator</b>
<b>Salary Point and scale</b>	<b>£23,400 per annum</b>
<b>Responsible to</b>	<b>Head of Talent Acquisition</b>
<p><b>Job Purpose:</b></p> <p>The Compliance Coordinator will support the Recruitment Team in delivering a strategic recruitment function for various services across Cumbria, Northeast, and Scotland. The role is pivotal in ensuring effective HR and recruitment processes, enabling a seamless candidate experience for new employees at all levels.</p> <p><b>Key Responsibilities:</b></p> <ul style="list-style-type: none"> <li>● <b>Regulatory Compliance:</b> <ul style="list-style-type: none"> <li>○ Ensure that recruitment processes meet regulatory requirements for staff working with children and young people.</li> <li>○ Manage the entire background check process, including DBS, referencing, employment gap verification, and overseas checks, ensuring completion before induction.</li> <li>○ Collaborate with HR and Service Managers on risk assessments for criminal convictions.</li> </ul> </li> <li>● <b>Document and Process Management:</b> <ul style="list-style-type: none"> <li>○ Collect and verify ID, certificates, and other documentation at recruitment centres and interviews.</li> <li>○ Prepare and issue new starter forms through DocuSign once verbal offers are accepted.</li> <li>○ Maintain electronic HR files to comply with OFSTED and Care Inspectorate standards.</li> <li>○ Complete safer recruitment checklists for HR review and sign-off.</li> </ul> </li> <li>● <b>Database and Record-Keeping:</b> <ul style="list-style-type: none"> <li>○ Track DBS and PVG checks and input relevant details into the ATS/CRM.</li> <li>○ Log driving licence checks for all new employees on the ATS/CRM.</li> <li>○ Compile fitness for work information and escalate recommendations as needed.</li> <li>○ Conduct regular audits of HR system data, including DBS/PVG checks, right-to-work documents, and training expiry dates.</li> </ul> </li> <li>● <b>Onboarding Support:</b> <ul style="list-style-type: none"> <li>○ Create comprehensive employment histories, verifying gaps and obtaining references as required.</li> <li>○ Support interview and recruitment centre logistics.</li> <li>○ Engage directly with new starters to ensure all necessary information is gathered for a smooth onboarding experience.</li> </ul> </li> <li>● <b>Administrative Assistance:</b> <ul style="list-style-type: none"> <li>○ Support HR team members during peak times or absences.</li> <li>○ Collect and file notes on unsuccessful candidates as necessary.</li> <li>○ Uphold GDPR guidelines and confidentiality standards at all times.</li> </ul> </li> </ul>	

**Person Specification:****Experience:**

- Previous experience in an administrative role, ideally within a resilient and demanding environment.
- Familiarity with cloud-based HR systems and Applicant Tracking Systems (ATS) is advantageous.

**Knowledge & Skills:**

- Proficient in Microsoft Office Suite (Word, Excel, etc.).
- Understanding of safer recruitment practices.
- Strong attention to detail and commitment to accuracy.
- Ability to work autonomously while adhering to policies and procedures.
- Strong communication skills and ability to form relationships across various levels of the organization.

**Qualifications:**

- GCSE or equivalent in English.

**Other Requirements:**

- Full driving license (preferably without endorsements).
- Enhanced DBS check and registration with the DBS Update Service, or willingness to obtain both.
- Alignment with A Wilderness Way's core values, and an understanding of the needs of people from diverse backgrounds.

**General Statements**

The above duties and responsibilities do not include or define all tasks that may be required by the post holder. The duties and responsibilities may vary without changing the general character of the duties or the level of responsibility entailed.

**Equal Opportunities**

A Wilderness Way supports Equal Opportunities in Employment and opposes all forms of unlawful discrimination on grounds such as colour, race, nationality, ethnic or national origin, sex, marital status, disability, sexual orientation, religion or belief and age. You are expected to comply at all times to the Company's EO Policy and Guide to Equality document.

**Safeguarding**

All our role and people are responsible to the safeguarding our of children and will be subject to a successful disclosure as an appropriate level from the Disclosure and Barring Service (DBS), Access NI or Disclosure Scotland.