**Governance and Compliance Manager**

**About Orbis UK**

Orbis is an international eye care charity that prevents and treats avoidable blindness and visual impairment.

Of the 253 million people in the world who are blind or visually impaired, 75% have conditions that are preventable or treatable. We screen for and treat eye conditions, raise awareness about eye health, and train and mentor local eye care teams in Africa, Asia and Latin America, where most of those people live.

We do this through our long-term programmes as well as on the Orbis Flying Eye Hospital, a state-of-the-art ophthalmic teaching hospital on board a customised aircraft.

You will be joining Orbis UK at an exciting time as we have rapidly grown over the past few years, with our income increasing from under £3M in 2010 to over £8M in 2017. We are also in the midst of an organisational wide digital transformation programme. We are looking to innovate and adapt to ensure we are best placed to succeed in a digital climate. Every member of the organisation is involved in this process and your input will be vital.

**About the role**

You will be responsible for a portfolio that covers Trustee governance, regulatory compliance, legal agreements, policy development, data protection and risk management. Working across departments you will ensure that Orbis UK complies with UK legal and regulatory requirements. You will be Orbis UK’s data protection lead and will be responsible for policy and risk management development.

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| Title: | Governance and Compliance Manager |
| Department: | Governance |
| Reports to: | Chief Executive |
| Location: | London, UK (near Monument) |
| Contract: | Full time, 37.5 hours per week permanent |
| Salary: | £45,000 - £50,000 per annum, subject to experience |
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The main responsibilities of this role include:

* Providing information to new and existing Trustees to keep them advised of their responsibilities and developments in the sector.
* Producing reports and presentations for Board meetings and other information as required by the Trustees.
* Leading on Orbis UK statutory compliance.
* Ensuring returns and reports are filed with Companies House and the Charity Commission on a timely basis.
* Maintaining the policy framework, advising when new policies are required and assisting in their drafting.
* Acting as data protection lead, collaborating with fundraising and communications colleagues as appropriate.
* Reporting the strategic risk register to the SMT on a quarterly basis, in preparation for the Audit Committee meetings.
* Developing systems for the management of risk.

Full details of the job description can be downloaded from our website:

<http://gbr.orbis.org/en/about-us/work-for-us>

**Benefits of working for Orbis UK**

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| Before completion of probation: | * 22 days holiday plus three days between Christmas and New Year |
|  | * Life Assurance |
|  | * Employee Assistance Programme |
|  | * E-learning Courses |
|  | * Social Activities * Access to low cost gym within the building |
| After completion of probation: | * Matched employer pension contribution up to a maximum of 10% of basic salary |
|  | * Flexi-time |
|  | * Interest free season ticket loan |

**Application and interviews**

Closing Date: Wednesday 20 March 2019  
First Interviews:        Wednesday 27 March 2019

Second Interviews: Monday 1 April 2019

Start Date: ASAP

All applicants must have the legal right to live and work in the UK. Successful applicants may be subject to an enhanced DBS check. Unfortunately, we won’t be able to reply to all applications, so if you haven’t heard from us by Monday 25 March 2019, your application has not been successful. An understanding of GDPR regulations and how to maintain compliance is essential.

Orbis UK is an equal opportunities employer and welcomes applications from any suitably qualified persons. We will ensure that no job applicant receives less favorable treatment either directly or indirectly, on the grounds of age, race, disability, gender, marital status, religion or faith or sexual orientation. An understanding of GDPR regulations and how to maintain compliance is essential.

Application is via curriculum vitae and **covering letter**, to Nathalie Pinel-Miller, Business Support Manager, Orbis UK, 10 Lower Thames Street, London EC3R 6AF or by email to [recruitment@orbis.org.uk](mailto:recruitment@orbis.org.uk)