

Job description

Job title	Compliance Manager
Department	Programmes Department
Location	London, UK
Reporting to	Head of Programmes' Resource Unit
Responsible for	N/A
Liaison with	MSI Legal Team, Programme Managers, Director of Finance, Director of Programmes, Assistant Director of Programmes
Hours	Full-time, 35 hours per week
Type of contract	Permanent
About Options	
<p>We are a global team of experts and innovators tackling some of the world's most pressing health challenges. We work with leaders and change makers around the globe to bring health strategies to life. We provide ideas, advice and technical know-how that enable our partners to build a path to lasting change.</p> <p>With 30 years' experience in global health, we collaborate with our partners to explore existing evidence, combine expertise, scale up ideas and co-create solutions that accelerate change. This includes collaborating on policy design, managing initiatives, building powerful coalitions and galvanising social movements. Our impact is felt across whole communities, with a focus on women, girls and those who have been marginalised.</p> <p>As part of MSI Reproductive Choices, all our profits go back into supporting MSI's own mission of children by choice, not chance.</p> <p>We believe in a world where everyone can access the high-quality health services they need, without financial burden.</p>	
Main purpose of job	
<p>The Programmes Department is looking for a Compliance Manager to ensure that Options complies with both its donor compliance requirements and internal corporate policies.</p> <p>The role involves supporting Options' UK and international offices in implementing strong compliance practices in a range of areas including but not limited to data protection, due diligence and anti-dishonesty and bribery practices. It is also anticipated that the individual will have day to day co-ordination of a data protection project in some of Options' offices.</p> <p>The Compliance Manager will be closely involved in Options' compliance programme and will seek to enhance and strengthen the current processes so that Options' can ensure robust compliance with donor and all regulatory requirements whilst reducing risk.</p> <p>The Compliance Manager will liaise with and be the point of contact with Options parent company MSI Reproductive Choices legal team on prime and sub-contracts and for complex contractual or legal advice that is outside of the remit of the post.</p>	

Note: All levels of position in the organisation assume some degree of responsibility for safeguarding. Your accountabilities will align with the level and scope of the position and appropriate training will be provided.

Main duties

Project

- It is anticipated that the individual will have day to day co-ordination of a data protection project in some of Options' offices.

Policies and Training

- Ensure legal and compliance policies and guidance are kept up-to-date and are widely available to all staff globally.
- Support and guide on policy interpretation and implementation including providing training as needed.
- Monitor uptake of training in the UK and internationally.
- Develop or update targeted training materials on key compliance matters to ensure core understanding is delivered to different teams and in different country contexts.

Compliance

- Provide advice on areas of donor compliance, including Options' compliance with the UN Global Compact and Anti-Trafficking legislation, liaising with MSI Reproductive Choices legal team as required.
- Monitor the organisation's compliance with a range of laws and policies and procedures with others. These include data protection and privacy laws and internal data protection policies and procedures and policies and procedures relating to conflicts of interest and gifts and hospitality, amongst others. This will include monitoring the assignment of responsibilities, awareness training of staff involved in processing operations and related audits.
- Manage a range of registers such as conflicts of interest, anti-fraud and bribery and gifts and hospitality.
- Create and maintain all applicable registers and records including corporate records for Options and its subsidiaries and branches.

Due Diligence and Support

- Maintenance of and provision of support for the due diligence process for partners and suppliers including recommending and rolling out improvements to Options' Due Diligence frameworks.
- Manage and provide support to the due diligence process with internal stakeholders including reviewing due diligence questionnaires.
- Manage and maintain Options' due diligence and related registers.
- Undertake statutory due diligence checks in line with donor and national regulations prior to contracting.
- Provide advice and support to internal teams on due diligence processes as and when needed.
- Conduct and record vetting checks for partners, suppliers, staff and consultants.

Note: this job description reflects the present requirements of the post. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the job holder.

Signed by:

Date:

Person specification

Criteria	Essential	Desirable
Qualifications		
Degree (preferably but not necessarily a law degree)	✓	
Either newly qualified lawyer or experienced paralegal (who has preferably completed the LPC)		✓
Experience		
Experience working for a busy legal or compliance department (whether in an organisation or a law firm)	✓	
Excellent computer skills – must be highly proficient at Word, Microsoft Teams, Outlook, Excel, PowerPoint and SharePoint	✓	
Experience in creating e-learning modules very much preferred		✓
Excellent organisational and record keeping skills	✓	
Excellent oral communication skills	✓	
Excellent research skills	✓	
Excellent grammar and spelling	✓	
Ability to prioritise	✓	
Experience working in an international environment or with people in developing countries		✓
Skills and attributes		
Team player	✓	
Commercially aware	✓	
Culturally sensitive	✓	
Professional	✓	
Able to work under pressure	✓	
Proactive	✓	
Able to work independently and with initiative	✓	
Other requirements		
Pro-choice	✓	
Commitment to equal opportunities	✓	
A commitment to the programme's and Options' principles of Safeguarding, Do No Harm, and to comprehensive sexual and reproductive health and rights	✓	

Fluency in written and spoken English	✓	
Ability in other languages, particularly French		✓
The right to work in the UK	✓	