

Northern Education Trust – Job Description

Job Title:	Compliance and Communications Officer		
Base:	North Shore		
Reports to:	Director of HR & Communication	Grade:	NJC Grade J SCP 37 - 40
Service responsibility:	Compliance and Communications	Salary:	£32,486 - £35,444 (actual salary pro rata TTO plus 3 weeks)
Additional:	Regular travel may be required.	Term:	Permanent

JOB PURPOSE

- To support the development and consistent implementation of Trust policies and procedures to ensure that best practice is in place in all academies across the Trust;
- To ensure the Trust is compliant with all statutory requirements;
- To be the first contact for press enquiries and other communications;
- Co-ordinating and supporting marketing of the Trust as required;

JOB SUMMARY

1. To support the process of self-evaluation and compliance activities and carry out internal compliance checks to ensure that academies are working to Trust policies, procedures and practices, including statutory requirements;
2. To work with finance regarding internal audit as required, ensuring that any recommendations for specific academies are implemented in all Trust academies;
3. To provide support, training and advice to academies on updated policies and procedures;
4. To liaise with the School Business Managers in maintaining an up-to-date operational risk register;
5. To develop and update Trust policy and procedure as required to ensure consistency and best practice is maintained across the academies;
6. Produce reports and data as requested by the Trust demonstrating that statutory requirements are being met;
7. To produce annual marketing and communications plans for the Trust, in liaison with the Trust's Executive Team, to maximise recruitment of students and staff;
8. To produce Trust wide marketing materials, both hard copy and digital, that can be used across the Trust;
9. To support the Information Governance Officer (Data Director) and support the coordination of responses to both Subject Access Request under Data Protection Act 1998 and Freedom of Information (or any successor legislation) requests.
10. To co-ordinate press releases and press responses on behalf of the Trust and to produce first drafts of press releases and press responses for approval by the Executive Team;
11. To act as an administrator within the Trust's social media management system; co-ordinating and approving new accounts and vetting/posting content as required;
12. To support the content of academy websites, considering new and attractive methods of developing these to offer an improved service to the users;
13. Ensure academy websites and the Trust website is compliant with all statutory requirements;

14. To take appropriate legal advice as required when dealing with compliance and communication issues;
15. To support training for key personnel to ensure best practice is implemented in every academy;
16. To support new academies joining the Trust to ensure that all Trust policies, procedures and practices are implemented as quickly as possible and to the highest standard;
17. To support the Executive Team in the co-ordination of academy conversion projects; ensuring that all required information is fed to the legal partners in a timely manner.

General

1. To participate in wider Trust meetings and working groups as required

NET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Signed:

Date: