

The purpose of the Job Description and Person Specification is to provide information about the role and the skills a successful candidate must have.

Job details

Job title:	RIBI Compliance Officer
Division:	RIBI Executive Committee
Reporting to:	Chairman Executive

Job description

Purpose of the post:	<ul style="list-style-type: none"> Responsibility for the provision of information, advice and guidance for all issues involving Equality & Diversity, Health & Safety, Safeguarding and Data Protection (Compliance Matters)
Main duties and responsibilities:	<ul style="list-style-type: none"> Promote and raise awareness of all aspects of compliance across Rotary International in Great Britain and Ireland Work with all RIBI Committees to assist with understanding the considerations related to all aspects of compliance within their specific committee activities Audit the adoption by Districts of RIBI Compliance policies through monitoring the Compliance Statement returns Ensure, with the assistance of the Secretariat of RIBI, that all policies, guidance and general documentation on 'compliance matters' are kept up to date and available on the RIBI website Ensure that all District Officers with responsibilities for 'compliance matters' are suitably trained Give advice to Districts and to a lesser extent Clubs on 'compliance matters', with the assistance as required of the RIBI secretariat and the solicitors employed by RIBI <p>Note: It is not the responsibility of the RIBI Compliance Officer to personally resolve all disputes between Rotarians, Clubs and Districts</p>
General Requirements	<ul style="list-style-type: none"> Provide leadership and support as may be required in all Compliance matters across Rotary International in Great Britain and Ireland

Person Specification		Essential	Desirable
Experience			
1.	Legal and/or Human Resource Management background	✓	
2.	Investigation experience relating to dispute management including mediation and/or arbitration		✓
3.	Demonstrable skills of managing and coordinating internal and external resources to deliver effective communication on legislative matters	✓	
Knowledge			
4.	Working knowledge of legislation related to Health and Safety, Equality and Diversity, Safeguarding and Data Protection	✓	
5.	Working knowledge of practices relating to mediation and arbitration		✓
6.	Thorough knowledge of the Constitution and By-Laws of Rotary International in Great Britain and Ireland	✓	
7.	Broad Rotary knowledge in a District Officer role (as defined in By-law11, Clause 5a)	✓	
Skills			
8.	Excellent interpersonal skills and experience of sustaining effective relationships with a diverse range of stakeholders	✓	
9.	Good ability to use electronic communication systems e.g. MS Outlook, MS Word	✓	
10.	Solid writing skills; delivering clear, targeted messages to members	✓	
11.	Strong organisational skills are essential as is the ability to work to deadlines.	✓	
Competencies [RIBI competency framework]			
12.	Interpersonal sensitivity (3)	✓	
13.	Planning and organisation (4)	✓	
14.	Communications (4)	✓	
15.	Relationship Building (3)	✓	
16.	Initiative (4)	✓	
17.	Customer culture (3)	✓	
18.	Influencing (4)	✓	