

Governance, Compliance and Safety Lead

Our Mission is to create a community where Children and Young Adults can live, learn and work in an integrated community based on mutual respect and unfolding of individual potential

Post:	Governance, Compliance and Safety Lead
Service:	Whole organisation
Line Manager:	CEO
Salary Range:	£40,000 - £43,000 per annum
Hours:	30 - 35 hours per week

Job Purpose

The Governance, Compliance and Safety Lead provides organisation-wide leadership to support safe, consistent, and compliant practice across Camphill School Aberdeen.

Reporting to the CEO, the role brings structure, visibility, and assurance across a complex and relational environment. It ensures that standards are understood, applied consistently, and supported through clear systems, effective review processes, and organisational learning.

Working across care, education, and operational areas, the postholder supports managers and teams to maintain high standards while ensuring that risks, gaps, and areas for improvement are clearly identified and addressed.

A central aspect of the role is ensuring that the organisation's care and education review processes remain consistent, meaningful, and focused on outcomes for the children and young people supported.

Operating Approach

The role operates across all areas of the organisation, working in partnership with managers and teams to support safe, consistent, and effective practice.

Accountability for day-to-day delivery, safeguarding decisions, and operational management remains with relevant managers. This role provides oversight, challenge, and organisational visibility through:

- reviewing practice, systems, and records
- identifying risks, patterns, and areas for improvement
- supporting consistent use of policies and procedures
- following up actions and ensuring completion
- escalating concerns where required

The role works through professional judgement, evidence, and constructive challenge, maintaining a balance between support and accountability within a relational and community-based environment.

Key Responsibilities

1. Governance and Review

- Lead and/or chair internal review processes to ensure independence, transparency, and an outcomes-focused approach.
- Ensure review outcomes are clearly recorded, communicated, and embedded in practice.
- Provide advice and guidance to managers and staff on practice, procedures, and improvements arising from reviews.
- Support multi-agency collaboration and engagement in relevant review processes.
- Contribute to organisational quality assurance through analysis of review findings and trends.

2. Policy, Compliance and Governance

- Develop, review, and implement organisational policies, procedures, and frameworks.
- Monitor changes in legislation and regulatory requirements, ensuring organisational compliance.
- Conduct internal audits and compliance checks across services and functions.
- Investigate breaches, incidents, or compliance concerns and recommend corrective actions.
- Prepare compliance reports for senior leadership, Board of Trustees, and external bodies.
- Provide expert advice to departments on regulatory, ethical, and governance matters.

3. Health and Safety Management

- Oversee health and safety systems across all organisational sites.
- Conduct regular inspections, audits, and risk assessments to ensure safe practice.
- Maintain and review records of accidents, incidents, and near misses.

- Ensure compliance with statutory reporting requirements, including RIDDOR.
- Act as the main point of contact for health and safety advice and guidance.
- Liaise with external health and safety consultants to support continuous improvement.
- Promote a positive health and safety culture across the organisation.

4. Risk Management and Quality Assurance

- Support the identification, assessment, and mitigation of organisational risks.
- Analyse audit findings, reviews, and incident data to identify patterns and improvement actions.
- Contribute to the development and embedding of outcome-focused and quality-driven practice.
- Support continuous improvement initiatives aligned with organisational strategy.

5. Training, Advice and Development

- Design and deliver training on compliance, health and safety, governance, and policy.
- Provide advice and coaching to managers and staff to support best practice.
- Promote awareness of legal and regulatory requirements across the organisation.
- Contribute to staff induction and ongoing development programmes where required.

6. Reporting and Record Management

- Produce high-quality reports, audit documentation, and review records.
- Maintain accurate and confidential records in line with organisational and legal requirements.
- Ensure timely reporting to internal and external stakeholders.

7. Professional Practice

- Maintain up-to-date knowledge of legislation, regulatory standards, and sector best practice.
- Work in line with organisational values, policies, and professional standards.
- Engage in continuous professional development.

Key Working Relationships

- CEO
- Senior Leadership Team
- Service / Operational Managers
- Staff and Volunteers



- External Consultants (e.g., Health & Safety)
- Regulatory Bodies and Local Authorities
- Multi-agency Partners

Person Specification

Essential Criteria

- Relevant qualification in social care, health and safety, compliance, governance, or a related field.
- Experience in governance, compliance, quality assurance, reviewing, or health and safety roles.
- Experience of leading or contributing to formal reviews, audits, or investigations.
- Strong knowledge of relevant legislation and regulatory frameworks.
- Experience in policy development and implementation.
- Excellent analytical, report writing, and record-keeping skills.
- Ability to interpret and apply complex regulatory requirements.
- Strong communication and interpersonal skills.
- Ability to influence practice and provide constructive challenge.
- High level of integrity, confidentiality, and attention to detail.
- Strong organisational and time management skills.
- Competent in Microsoft Office and IT systems.

Desirable Criteria

- Higher-level or specialist qualification in a relevant field.
- Experience within health, social care, education, or charitable sectors.
- Health and safety qualification or certification.
- Compliance or audit-related professional qualification.
- Knowledge of safeguarding and outcome-based practice frameworks.
- Understanding of Camphill ethos and values

Core Competencies

- Professional judgement and integrity
- Analytical and critical thinking
- Influencing and advisory skills



- Organisation and prioritisation
- Communication and collaboration
- Attention to detail
- Problem-solving and decision-making
- Commitment to continuous improvement

Other Requirements

- Ability to travel between sites as required.
- Flexibility to attend meetings outside standard hours where necessary.
- Commitment to safeguarding, equality, diversity, and inclusion.
- Willingness to undertake relevant training and professional development.

General Statement

This job description outlines the main duties and responsibilities of the role and is not intended to be an exhaustive list. The post holder may be required to undertake other duties commensurate with the level of the role, as reasonably requested.