



### **Candidate information for the role of Policy and Compliance Lead**

The East London Mosque Trust (ELMT) is a leading institution serving one of the largest Muslim communities in the UK. It is both a registered charity and a limited company, encompassing a wide range of facilities and services, including educational institutions, community projects, and places of worship that attract thousands of visitors each year.

To ensure the effective governance and success of the organisation, we are seeking a highly skilled and strategic individual for the role of Policy and Compliance Lead. This is a pivotal role within the organisation, responsible for developing, implementing, and maintaining a comprehensive suite of policies and procedures that comply with relevant statutory regulations and laws.

### **Key Responsibilities:**

- **Policy Development and Compliance:** Ensuring the ELMT has all necessary policies and procedures in place, regularly reviewed and updated, and that they meet the legal and regulatory requirements of the Charity Commission, Companies House, and other relevant bodies.
- **Risk Management:** Establishing a risk management framework to proactively identify, assess, and mitigate risks that could impact the organisation's operations, reputation, or compliance.
- **Audit Oversight:** Provide oversight of internal and external audit processes, ensuring timely completion, appropriate responses, and implementation of recommendations.

### **About the East London Mosque Trust (ELMT)**

The East London Mosque & London Muslim Centre is one of the UK's most prominent and dynamic Islamic institutions, serving London's largest and most diverse Muslim community since 1910. ELMT offers world-class prayer facilities, educational programmes, including two schools that are graded as 'good' by Ofsted, and an evening supplementary school, comprehensive social welfare and outreach services. It also provides a dedicated hub to support the needs of women through the Maryam Centre. Anchored by the guiding mission to Serve, Educate, Inspire, the trust continuously strengthens its impact through community engagement, interfaith partnership, and innovative initiatives.

Working in this 'House of Allah' is a profound blessing; it gives an opportunity for personal growth while witnessing first-hand the positive impact of the many beneficial services that are delivered.

*Our mission is to serve, educate and inspire through faith & action*

*Our vision is to see a world of God consciousness, respect, dignity and justice.*



## **Job Description for the role of Policy and Compliance Lead**

<b>Job title:</b>	Policy and Compliance Lead
<b>Salary:</b>	£38,685.87 - £43,579.35 (ELMT pay scale F9–G6)
<b>Contract type:</b>	Full-time, Permanent (37.5 hours)
<b>Responsible to:</b>	Director of Department (dotted line to CEO)
<b>Job Purpose:</b>	The Policy and Compliance Lead will be responsible for ensuring that the Trust maintains a robust policy framework and complies with all applicable statutory and legal obligations.

### **Policy Development and Review:**

- Develop, review, and update internal company policies to comply with legal requirements, Trust needs, industry standards and good practice.
- Maintain the central register and repository of policies.
- Manage the policy development, review and approval process.
- Support internal stakeholders in the development and review of Trust policies.
- Ensure policies are well-communicated to all employees, user groups, and relevant stakeholders.
- Manage the administration of the Governance, Compliance & Audit Committee (GCA) and escalation of policies to relevant persons, bodies and decision makers.
- Regularly review the Trust's compliance with its policies, relevant regulations and laws.

### **Compliance:**

- Lead on compliance issues as delegated by the CEO and/or the GCA.
- Oversee the organisation's audit process, including liaison with external auditors and coordination of required information and responses.
- Lead and oversee engagement with regulatory bodies, including the Charity Commission, ensuring effective communication, compliance, and appropriate follow-up on regulatory issues.
- Ensure the organisation meets its health and safety and fire safety obligations in line with statutory requirements and best practice.
- Develop learning and training materials related to policy training and communication
- Provide in-house briefings or training on policies and compliance, to colleagues, volunteers and the Trustees.
- Ensure mandatory training requirements are fulfilled and recorded, in collaboration with HR
- Produce and prepare necessary reports and statements to comply with the Trust's or regulatory requirements.
- Ensure up to date knowledge is maintained and provide briefings on any changes with legislative or regulatory compliance.

### **Risk Management:**

- Oversee the identification, assessment, and management of organisational risks, ensuring the risk register is maintained, reviewed, and reported appropriately.
- Develop strategies to mitigate risks and prevent noncompliance.
- Conduct periodic audits to identify weaknesses and areas of noncompliance.
- Investigate incidents of noncompliance or policy contraventions.
- Develop action plans to rectify issues and prevent recurrence.
- Liaise with external regulatory bodies as needed.

## **Complaints Oversight:**

- Oversee the organisation's complaints management process, ensuring complaints are handled fairly, promptly, and in line with policy.
- Identify and analyse trends in patterns of complaints and issues requiring investigation
- Provide information for serious incident reporting as necessary.
- Prepare reports on complaints handling and present at management meetings for the purpose of strategic decision making and monitoring.
- Ensure records and reports are stored securely and in accordance with GDPR/Data Protection requirements.

## **Other**

- Act as the organisation's Designated Safeguarding Lead, providing leadership and oversight for safeguarding across the organisation, including policy implementation, case management, and regulatory compliance.
- Undertake research on relevant statutory and regulatory compliance.
- Undertake research on relevant policy development.
- Foster a culture of compliance throughout the Trust.
- Preparation of presentations, resources and other documents as required.
- Any other reasonable requests commensurate to the role.

Normal working hours will be Monday to Friday, but some evenings and weekends may be required. You should, whenever possible, make yourself available for urgent events or meetings outside normal working hours.

THIS JOB DESCRIPTION IS SUBJECT TO ANNUAL REVIEW AND ALTERATIONS MAY BE NEGOTIATED TO REFLECT THE CHANGING NEEDS OF THE TRUST.

## Person Specification for the role of Policy and Compliance Lead

Candidates should provide evidence for all the essential criteria required at application

1	<b>Skills and Experience</b>	
1.1	Strong knowledge of charity regulations, risk management frameworks, and best practice guidelines.	<b>E</b>
1.2	Proven ability to influence and build strategic working relationships with senior manager, colleagues, and third-party stakeholders.	<b>E</b>
1.3	Exceptional written and verbal communication skills, with the ability to present complex information clearly and concisely.	<b>E</b>
1.4	Excellent organisational, interpersonal and team working skills	<b>E</b>
1.5	Proficient in use of MS Office, email, internet, etc.	<b>E</b>
1.6	Able to provide senior management and stakeholder effective reports, presentations, emails, etc.	<b>E</b>
1.7	Experience in a similar role.	<b>D</b>
1.8	Ability to make effective and clear presentations and lead workshops.	<b>D</b>
1.9	Experience working within a charitable or faith-based organisation.	<b>D</b>
2	<b>Personal Qualities</b>	
2.1	Self-motivated and proactive, with the ability to work independently and as part of a team.	<b>E</b>
2.2	Ability to manage multiple tasks and meet tight deadlines while maintaining high standards of quality and accuracy.	<b>E</b>
2.3	Ability to work as a member of a team.	<b>E</b>
2.4	Able to maintain and develop good working relationships with other bodies and organisations.	<b>D</b>
3	<b>Equality and Diversity</b>	
3.1	Commitment to equality and diversity.	<b>E</b>
4	<b>Education and Training</b>	
4.1	Degree-level qualification in a relevant field (e.g., Public Policy, Management, Law, Business, Risk Management).	<b>E</b>
4.2	Relevant professional certifications or qualifications in risk management or compliance.	<b>D</b>
5	<b>Other</b>	
5.1	Must be a permanent resident in the UK without restriction on employment.	<b>E</b>
5.2	Able to work flexibly, including evenings, weekends and public holidays.	<b>D</b>

**E – Essential    D – Desirable**

### East London Mosque Trust

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