

JOB DESCRIPTION

POST TITLE:	Compliance Officer and Assistant to the CEO
RESPONSIBLE TO:	CEO
LOCATION:	Independent Society of Musicians ('the ISM) 4/5 Inverness Mews London W2 3JQ
Full time:	35 hours a week
Salary:	Circa £55K

RESPONSIBILITIES

Be responsible with the CEO for developing, maintaining and implementing policies, codes and procedures across the ISM Group including GDPR, safeguarding, human resources and health and safety to manage risk and meet regulatory requirements.

Ensure all Board members and staff understand and meet compliance obligations in connection with health and safety, safeguarding and GDPR and delivery requisite training.

Maintain and update the Risk Registers.

Ensure that our safeguarding policies are kept up to date and are published in all key places such as the Member Handbook and the website.

Ensure that our safeguarding procedures are followed internally and take appropriate steps to notify the CEO of safeguarding issues. Draft reports as necessary.

Undertake the role of Designated Safeguarding Person

Work with colleagues to ensure that we are GDPR compliant and lead on putting in place data protection policies.

Deliver training on both GDPR and safeguarding to members.

Assist the CEO on carrying out her duties including drafting correspondence, taking minutes, undertaking research, preparing briefings, helping to write Board papers and speeches and being the main point of contact for the CEO.

Undertake HR duties including assisting with all aspects of recruitment and keep up to date staff records such as holiday and sick leave, JDs and contact details.

Be responsible for updating the staff handbook and drafting contracts for staff.

Lead on the induction process.

Liaise with the External Affairs team to ensure that there is coordination between the CEO, her diary and the meeting requirements of EA.

Provide support with all aspects of Board management from recruitment to the Board to arranging Board meetings and associated meetings.

Collate and format all Board papers and ensure they are sent out in a timely fashion to Board members ahead of Board meetings.

Attend Board meetings and take minutes recording all decisions.

Work alongside the CEO in all aspects of governance relating to the ISM Group in particular:

- Maintain up to date lists of all Directors and Trustees of the ISM Group of companies, their periods of office and their contact details.
- Maintain up to date records with Companies House and the Charity Commission re Board appointments
- Maintain an up to date calendar of all key Governance dates, ISM Group meetings and specific business to be conducted at each ISM Group meeting.
- Maintain an up to date list of all Committees of the ISM Group including Child Protection and Disciplinary Committee, HR Committee and the three Boards.
- Maintain all governance documents.
- Organise the AGM and elections to the Board.

Organise events and activities for the staff team to support team culture and collaboration.

CORE VALUES FOR ALL STAFF

Perform your role to a high standard, to time and with dedication and commitment.

Deliver the ISM Group's agreed objectives and maintain our reputation of working at the forefront of supporting the music profession.

Deliver the 5 Gs at all times.

Treat all colleagues, members and people you come in contact with as a result of your work at the ISM with fairness and respect and in accordance with our commitment to equal opportunities.

Ensure effective, efficient and timely communication with all colleagues and stakeholders with an emphasis on face to face communication.

Take responsibility for your own health and safety and responsibility for the reporting of hazards that you believe could impact on health and safety within the ISM's premises and other premises used by the ISM.

Staff are expected to take part in the appraisal process and to undertake continuous professional development and training such as may be necessary to meet our business objectives.

Please note this job description provides a broad outline of the duties and requirements of the post and is subject to review and change to meet the ISM Group's operational needs.

Person Specification

Essential:

- Very strong administrative and drafting skills
- Good knowledge of GDPR, risk management, safeguarding and HR.
- Strong governance skills
- Experience of preparing business documents including Board papers and drafting and circulating Board minutes.
- Excellent attention to detail
- Ability to draft letters and emails with minimal supervision in line with brand and style guidelines.
- Absolute loyalty, discretion and confidentiality.
- Excellent common sense and good judgement.
- A highly accurate and efficient record keeper.
- Good team player who works well under pressure and to deadlines.
- Strong IT skills including advanced knowledge using Microsoft office packages such as Word, Excel, Outlook and PowerPoint.
- Strong music background

10 September 2026