

**Job Title:** Senior Compliance Officer

**Reports to:** Director

**Hours:** Full-time (40 hours a week)

**Location:** London Office

**About the Organisation:**

At Al-Ayn, we are committed to ensuring that every orphaned child living in poverty has access to the tools and opportunities they need to overcome their difficult experiences. We believe that when a child fulfils their potential, their own future is transformed as well as the future of their families, their community, and society at large. In order to achieve that, we are led by our core values of transparency, dignity and empowerment.

**Job Overview:**

The Senior Compliance Officer is responsible for leading and managing the charity's global compliance and risk management functions across Al-Ayn International, headquartered in London, with major operations around the world. This individual will provide strategic direction and day-to-day oversight to ensure compliance with relevant laws, donor requirements, internal policies and humanitarian standards.

The Senior Compliance Officer will design and strengthen systems that protect the organisation from legal, regulatory and reputational risks, while supporting programmatic integrity and ethical operations. They will work closely with senior leadership, legal advisors to embed a culture of accountability, transparency and risk awareness. In doing so, they will play a critical role in safeguarding the Charity's mission.

**Key Responsibilities:**

- Provide overall leadership and strategic oversight of compliance matters across the Charity, its international umbrella organisation and all affiliated member entities.
- Ensure the Charity remains compliant with all relevant laws, regulations and internal policies across jurisdictions in which it operates.
- Lead the development, review and roll-out of compliance-related policies and procedures.
- Monitor implementation and adherence to compliance policies, conducting regular reviews, spot checks and internal audits as necessary.
- Serve as the primary point of contact for external legal counsel on all matters related to compliance and regulatory risk.
- Design and maintain a comprehensive risk management framework, including the development of risk registers and escalation protocols.
- Facilitate regular risk assessments and ensure risks are actively monitored, mitigated, and reported to senior management and governance bodies.
- Lead the development and delivery of training, guidance and capacity-building initiatives for staff to promote compliance awareness, ethical conduct and effective risk management across the organisation.

- Investigate potential compliance breaches or concerns and ensure appropriate action is taken, including reporting to relevant authorities when required.
- Oversee and support due diligence processes related to grant agreements, strategic partnerships and the organisation's expansion into new operational territories.
- Monitor regulatory developments and industry best practices and advise senior management and the board of trustees on compliance performance, emerging risks, and necessary updates to policies and systems.

#### Education/Experience:

Skills:	Essential	Desirable
Bachelor's degree in law, international relations, public policy, risk management or a related field (Master's degree strongly preferred).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Minimum of 3–5 years of professional experience in a senior compliance, legal, audit or risk management role.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Strong analytical and problem-solving skills with the ability to assess complex regulatory environments and develop practical, context-appropriate solutions.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Excellent communication and interpersonal skills with the ability to engage and influence stakeholders at all levels across diverse cultural settings.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sound judgment and discretion, especially in handling sensitive or confidential matters related to compliance and risk management.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
High attention to detail and a structured, methodical approach to documentation, reporting and follow-up.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Strong organisational and planning skills with the ability to manage multiple priorities under pressure.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Proficiency in risk management tools, internal audit processes, and compliance tracking systems.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Demonstrate ability to work independently and deliver results aligned with agreed objectives.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Experience liaising with regulators such as the Charity Commission, ICO and HMRC.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Knowledge of UK-specific legislation such as the UK Bribery Act, Money Laundering Regulations and GDPR.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Familiarity with Safeguarding regulations and requirements.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Understanding of Gift Aid compliance and other fundraising regulations.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Awareness of ethical fundraising, conflict of interest policies and whistleblowing frameworks.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Prior experience in the humanitarian or international development sector.	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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Knowledge of UK charity law and regulatory expectations under the Charity Commission for England and Wales.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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**Note:** Responsibilities articulated in this job description are subject to review and changes and depending on the needs of the organisation at any given time.

