

Hampton
Trust

GOVERNANCE & COMPLIANCE MANAGER

Application pack

WELCOME FROM OUR CEO

Dear Applicant,

Thank you for your interest in the role of Governance & Compliance Manager at Hampton Trust.

This is a particularly exciting time to join Hampton Trust as we continue to grow our influence nationally and strengthen the systems, governance, and infrastructure that underpin our innovative work. As a leading charity in the domestic abuse and criminal justice sectors, we are committed to delivering high-quality, trauma-informed services that create safer communities and lasting change. The Governance & Compliance Manager will play a critical role in ensuring that our organisation continues to operate with integrity, accountability, and excellence.

This role at Hampton Trust is anything but ordinary. While governance, compliance, and risk management provide the foundation of the position, no two days are ever quite the same. One day you may be supporting trustees with governance matters and preparing board papers, the next reviewing organisational risks and business continuity arrangements, and the following day working alongside managers to support service development, tender submissions, or quality assurance activities.

We are looking for someone who enjoys bringing structure and assurance to a dynamic environment. Our organisation values innovation and flexibility, and we need an individual who can balance strategic thinking with practical implementation. You will be equally comfortable advising senior leaders, supporting trustees, leading governance improvements, and ensuring compliance with regulatory requirements including GDPR and quality standards.

Working within a charity delivering services to vulnerable individuals requires resilience, sound judgement, and a collaborative approach. You will join a supportive and highly committed management team who are passionate about improving outcomes for those affected by domestic abuse and other forms of harmful behaviour.

This is a role for someone who thrives on responsibility, values high standards, and takes pride in supporting an organisation to operate effectively and ethically. If you can demonstrate the skills, experience, and behaviours outlined in the job description, we would be delighted to hear from you.

We look forward to receiving your application.

Kind regards,

Chantal Hughes
CEO



ABOUT HAMPTON TRUST

At Hampton Trust, our vision is for everyone to live free from violence and abuse.

We are a leading provider of bold and innovative interventions, training, and education that help break the cycle of abuse.

Adopting a trauma-informed approach in everything we do, we create safe spaces for victims and hold perpetrators to account to foster understanding, drive behaviour change, and help rebuild lives. Our rehabilitative interventions are both community based as well as embedded within the criminal justice system.

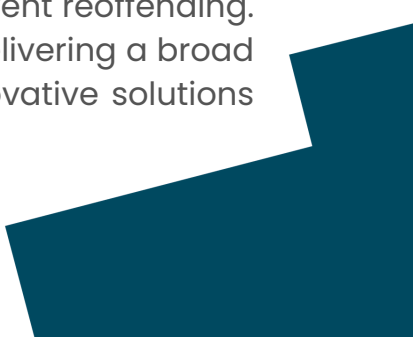
Our primary objective is to prevent harmful behaviours from becoming entrenched and being passed down through generations by addressing the root cause of criminality. However, we know that we can't do this alone. Renowned for our track record in evidence-based and effective interventions and training, we work strategically with a range of local and national partners and policy makers to drive long-lasting transformative change within the system.

Our story

Hampton Trust was founded in 1996 and is named after Gene Hampton, who had been a well-respected Hampshire Magistrate, Chair of the Probation Committee and serving member of the National Parole Board.

At the time, a review undertaken by the Hampshire Association for the Care and Resettlement of Offenders and the Hampshire Care Trust had highlighted large areas of unmet need for the support of domestic abuse offenders and young people at risk. With setup funding provided by the Hampshire Probation Service, Hampshire and Isle of Wight Constabulary and Hampshire Social Services, Hampton Trust was established to bridge this gap.

Our key aims were to prevent young people entering the criminal justice system as well as to provide rehabilitative programmes to prevent reoffending. More than 25 years later, we remain true to these objectives, delivering a broad range of award-winning services with the aim to provide innovative solutions to rebuild lives and create safer communities.



OUR VALUES

Safety and trust

We are committed to ensuring safety is upheld in and outside the organisation. We are committed to building trusting relationships to create change and build safer communities.

Engagement and choice

We are committed to removing barriers to engagement and learning from each client interaction. We are committed to enabling individuals to make different choices by providing support and guidance to access pathways towards recovery and change.

Collaboration and innovation

We are committed to learning from collaboration with those in our service, staff, and partners to develop and share best practice. We are committed to creating an innovative workforce and providing services that are infused by a passion for learning and improvement.

Influence and inform

We are committed to working with individuals and with partners, networks and organisations who we can both learn from and influence. We are committed to developing an evidence base and being part of the conversation to influence and inform sustainable whole system change.

Inclusion and diversity

We are an equal opportunities employer and are proud to employ a workforce that reflects the diverse communities we serve. We aim to encourage a culture where people can be themselves and be valued for their strengths. We seek to attract and employ the best people from the widest talent pool, reflecting the diverse range of people we support.

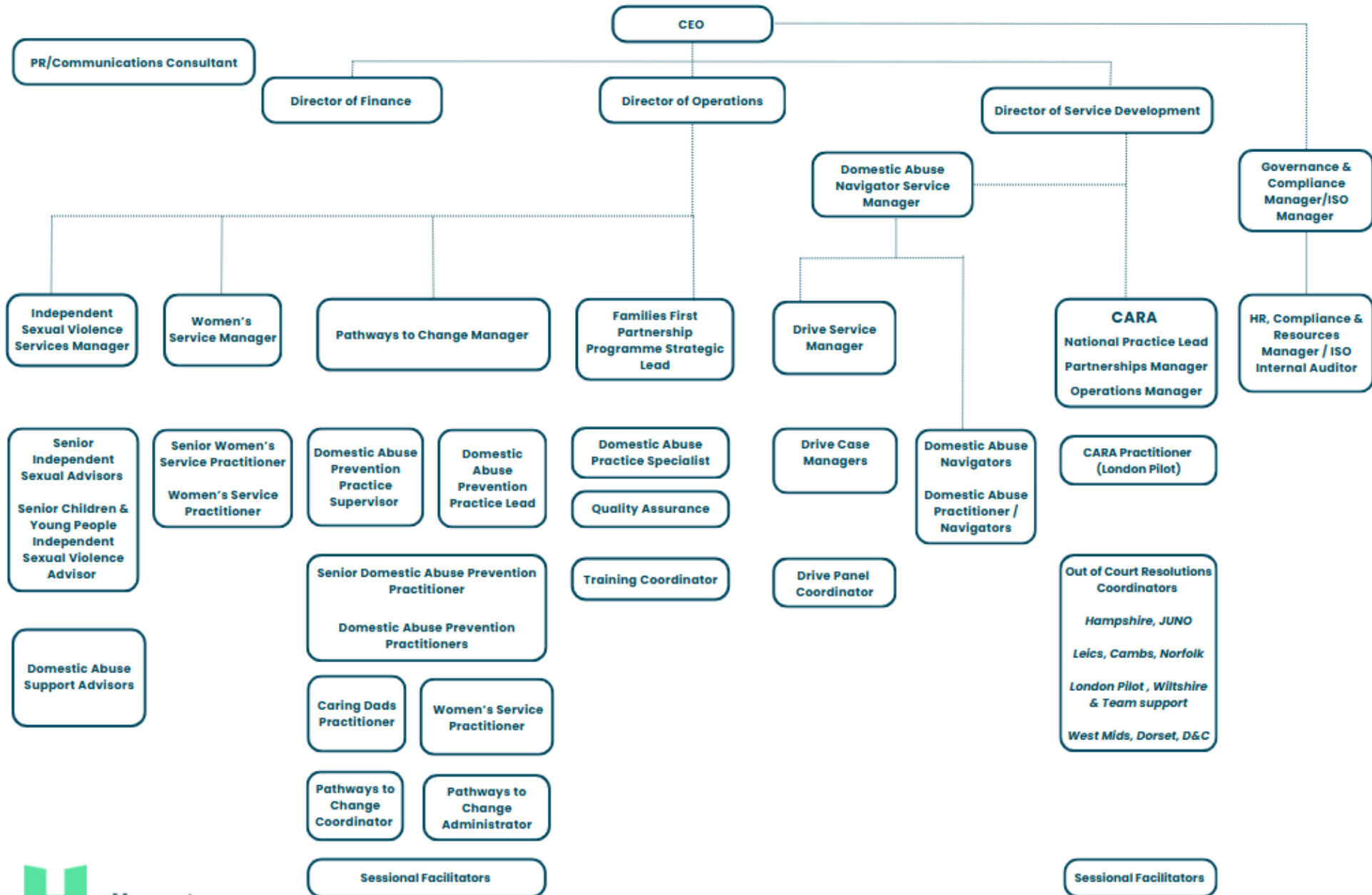
Quality assurance

We are committed to robust quality standards across the organisation, upheld by external inspection.

ORGANISATION STRUCTURE

Board of Trustees

Chair, Treasurer, Trustees



JOB DESCRIPTION

Job title:	Governance & Compliance Manager
Working hours:	37.5 hours per week
Salary:	Band 3 £45,675 – £50,132 per annum
Delivery Sites:	Hybrid – Ashurst
Contract:	Permanent

Job context

Hampton Trust (HT) is a leading provider of bold and innovative interventions, training, and education that help break the cycle of abuse. Adopting a trauma-informed approach in everything we do, we create safe spaces for victims/survivors and hold perpetrators of domestic abuse to account to foster understanding, drive behaviour change, and help rebuild lives. Our rehabilitative interventions are both community-based as well as embedded within the criminal justice system.

Our primary objective is to prevent harmful behaviours from becoming entrenched and being passed down through generations by addressing the root cause of abusive and offending behaviour. Renowned for our track record in evidence-based and effective interventions and training, we work strategically with a range of local and national partners and policy makers to drive long-lasting transformative change within the system.

Job purpose

The Governance and Compliance Manager ensures HT operates within a robust governance framework, adhering to legal and regulatory standards. This role involves developing and implementing policies, managing compliance and risk, and providing essential support to the board of directors. By maintaining high standards of governance and policy management, the Governance and Compliance Manager helps the charity achieve its mission effectively and ethically. This role includes line management of the HR, Compliance & Resource Manager, providing support and oversight of HR, recruitment, health & safety, and resources. This role also includes the responsibility of Data Protection Officer.

Duties and key responsibilities

1. Governance:

- Lead the development of a robust range of governance frameworks and policies.
- Ensure HT is compliant with all legal and regulatory requirements.
- Support the board of directors with governance best practices and training.
- Act as a single point of contact with Trustees as and when required.
- Oversee charity insurances, ensuring adequate cover to protect HT assets, staff, volunteers, and beneficiaries.
- Lead the development, implementation, and oversight of HT's Risk Register, including identifying potential risks and mitigations.
- Lead the development, implementation, and oversight of HT's business continuity plan.

2. Policy Management:

- Create clear, concise policies that outline HT principles and procedures.
- Maintaining accurate and up-to-date records of all policies and related documents.
- Ensure policies align with HT's mission, values, and legal requirements.
- Communicate policies effectively to staff, volunteers, and stakeholders.
- Provide training and resources to ensure understanding and adherence to policies and procedures.
- Regularly review and update policies to reflect changes in laws, regulations, and best practices.
- Conduct audits and assessments to ensure compliance with policies.

3. GDPR and Data Management:

- To act as the Data Protection Officer for Hampton Trust.
- Monitoring compliance with GDPR and other data protection laws.
- Providing advice and guidance on data protection issues.
- Conducting data protection impact assessments.
- Acting as a point of contact for data subjects and the Information Commissioner's Office (ICO) or other relevant regulatory bodies

4. Quality Assurance Management

- Provide line management to the HR Compliance and Resource Manager to ensure conformance to ISO requirements.
- Carry out the Quality Assurance ISO 9001 annual audit, ensuring all relevant governance frameworks, policies, and procedures are in place and up to date.
- Support the HR Compliance & Resource Manager in ensuring HT compliance with all Cyber Essentials requirements.
- Ensure organisational compliance with trauma-informed principles, leading of accreditation of One Small Thing Trauma-Informed quality standard.

5. Registration on Government and Regional Tender Portals:

- Researching and identifying all government and regional tender portals that are pertinent to HT's operations and funding opportunities.
- Leading the registration process for HT on these portals, ensuring all necessary information and documentation are accurately submitted.
- Regularly updating and maintaining HT's registrations on these portals to ensure compliance with any changes in requirements or regulations.
- Monitoring these portals for new tender opportunities that align with HT's mission and strategic goals.
- Working closely with the Senior Management Team to gather and provide all required information for successful registration and tender submissions.
- Providing training and support to relevant staff members on how to use these portals effectively.

6. Board Support:

- Act as a single point of contact for the Chair of Trustees and wider board members, providing a timely response to all queries.
- Ensure board meetings are scheduled in advance with suitable venues identified.
- Ensure papers are distributed in advance of all board meetings.
- Take and record minutes of all board meetings.
- Provide advice on governance matters to enable trustees and staff to meet their governance responsibilities.
- Assist with board member recruitment and orientation.

7. Executive Leadership Support:

- Maintain organisation-wide key performance indicators in collaboration with Managers and the Executive Leadership Board.
 - Collaborate with the Senior Management Team to support the creation and execution of service development strategies.
 - Support the Senior Management Team in the submission of due diligence information for tenders, contracts, and grant funding.
 - Support the Senior Management Team in improving HT's organisational response to Equality, Diversity, and Inclusion.
 - Support the external HT Communications Officer in providing relevant data and information as and when required.
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Core Responsibilities

Health & safety

- Demonstrate safety leadership in line with our H&S policies and procedures
- Take part in safety training and risk assessments
- Use work equipment, personal protective equipment, substances, and safety devices correctly

Equality & diversity

- To actively support Hampton Trust to improve performance in equality and diversity, developing an open and inclusive culture for both staff, partner agencies and clients
- Treats everyone as an individual and encourages an environment where people flourish in their individual roles
- Understands different perspectives and cultures
- Show committed and proactive approach to equality and diversity

Information governance

- Adheres to HTs GDPR Policies and Procedures, and any control related responsibility for financial data entered, stored, or reported via business systems within employee's control (list not exhaustive)
- Treat with confidentiality any personal, private or sensitive information about individual organisations, clients or staff

Impact and participation

- Work to support the mission, ethos and values of Hampton Trust and work collaboratively with others in all aspects of our work including decision making and supervision

Other

- Be flexible and carry out other associated duties as may arise, develop, or be assigned in line with the broad remit of the position
- Full & clean UK Driver's Licence, with access to vehicle and willingness to travel as required

This job description does not form part of your contract of employment and can be amended from time to time as the needs of the organisation require

Person Specification

Skills & abilities	Essential / Desirable
Strong understanding of governance, compliance, and risk management principles.	E
Excellent policy development and implementation skills.	E
Ability to communicate complex information clearly and effectively to a variety of stakeholders.	E
Strong organisational and project management skills.	E
Ability to conduct audits and assessments to ensure compliance with policies and standards.	
Proficiency in using relevant software and tools for policy management and governance.	E
Understanding of the UK GDPR, Data Protection Act 2018 and the Data (Use and Access Act) 2025, and their practical application.	E
Experience	
Proven experience in a governance, compliance, or policy management role, preferably within the charity or non-profit sector.	E
Experience in developing and implementing governance frameworks and policies. Experience in managing risk registers and business continuity plans.	E
Experience in supporting boards of directors or trustees.	E
Line management experience, particularly in HR, compliance, or resource management.	E
Understanding of the Criminal Justice system in respect to outcomes and processes around Domestic Abuse	D
Personal Attributes	
High level of integrity and ethical standards.	E
Strong attention to detail and accuracy.	E
Ability to work independently and as part of a team.	E
Excellent interpersonal and relationship-building skills.	E
Commitment to the mission and values of HT.	E
Other Requirements	
Willingness to undertake relevant training and professional development.	E
Flexibility to attend board meetings and other events outside of regular working hours as needed.	E
Education/Training/Qualifications	
Bachelor's degree in a relevant field (e.g., Public Administration, Law, Business Management).	E
Professional qualifications in governance, compliance, data protection or risk management (e.g., ICSA, CIPFA) are desirable.	D

BENEFITS OF WORKING WITH US

Equal Opportunities

We celebrate diversity and are committed to creating an inclusive environment for all employees. Our company believes that diversity of experience, perspectives, and backgrounds will lead to a better environment for our employees and a better product for our users and the communities we serve.

We do not discriminate on the basis of race, religion, colour, national origin, gender, sexual orientation, age, marital status or disability status. We stand against any form of workplace harassment based on race, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability.

Our commitment to diversity and inclusion is unwavering, and we continue to build a company that represents a variety of backgrounds, perspectives, and skills. The more inclusive we are, the better our work will be.

Development and Remuneration

We are committed to the development of our staff and there are plenty of opportunities for growth at Hampton Trust, our roles range from a Band 7 (entry level) to Band 1 (Chief Executive) and we offer continuous training to support you in your development.

This role is a Band 3 and is offered on a full-time basis and is a hybrid role with a minimum of 2 days per week in the office, You must have flexibility to attend board meetings and other events outside of regular working hours as needed.

Other Benefits

- Contribution pension scheme – NEST with 3% company contribution.
- Sick pay
- 25 days annual leave – (3 of which are used between Christmas and New Year)
- Annual leave increasing by 3 days after 3 years and an additional 2 days after 5 years
- 8 Days Bank Holiday
- Additional days leave for your birthday
- £150 tax free wellness gift for your birthday
- Ongoing training and development
- Free flu jabs
- Access to free clinical supervision sessions
- Free DBS checks

NEXT STEPS

If you feel you are the right candidate for this role we would **love** to hear from you.

Application Process

To apply, please click 'Apply Now' at the bottom of the job advert on our website and complete the online application form.

Please note that we do not accept CVs or cover letters as part of the application process.

Hampton Trust is committed to safeguarding and promoting the welfare of vulnerable adults, and expect all staff to share this commitment.

The successful applicant will be required to undertake appropriate safeguarding checks which includes an enhanced DBS check as well as providing proof of right to work in the UK.



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