

JOB DESCRIPTION

Job Title: Quality Assurance and Risk Management Officer

Accountable to: Deputy CEO

Hours: Part-time (25 hours per week)

ACCOUNTABILITIES

The Quality Assurance and Risk Management Officer (QARM) is accountable for:

- Ensuring the organisation has a clear and implemented risk management and Health & Safety strategy
- Ensuring the organisation has a clear and implemented quality management approach

RESPONSIBILITIES

- Ensure there is a comprehensive risk management strategy for the Charity, approved by the CEO and Trustees
- Ensure the risk management strategy is implemented, creating a climate of risk responsibility across the organisation
- Ensure the organisation has continuously effective Disaster Recovery and Business Continuity plans in place
- Ensure there is an effective approach to risk audits, thus providing assurance to the CEO, Trustees and stakeholders that risk is well managed
- Ensure there is a clear quality management approach for the Charity
- Ensure the quality management approach is implemented, creating a climate of quality ownership across the organisation
- Support the senior management team in attaining the relevant quality marks that will enable the Charity to operate at best in class level, be that in process, systems or people
- Ensure Health and Safety procedures are maintained, updated and monitored to ensure the Charity meets required levels required either by law and/or significant stakeholders

WORKING PRACTICES

The QARM is required to:

- On occasions, work an evening or weekend
- Comply at all times with Health and Safety regulations
- Comply with all policies and standards laid down by Age UK Essex
- Be flexible in contributing to other aspects of the business as is reasonably required
- Be mobile in order to travel across the county as required

PERSON SPECIFICATION

Skills, knowledge and experience

The role holder should:

- Have a good knowledge of risk management and quality management approaches, ideally gained within the Third (Charity) Sector
- Have some familiarity with developing Disaster Recovery and Business Continuity planning
- Have, or be prepared to gain, a suitable qualification in Health and Safety
- Be familiar with managing change in organisations
- Be sufficiently IT literate to utilise common office-based applications