Blackburne House Group

COMPLIANCE OFFICER

Maternity Cover

Vacancy Pack





Welcome

Thank you for your interest in applying for the maternity cover role of Compliance Officer at Blackburne House.

We've put together some information below which we hope will provide some useful context and an understanding of the organisation and job role. You can also visit our website www.blackburnehouse.co.uk for greater detail on the organisation.

For More Information about the Role

If you require further information about this role, please email louisenixon@blackburnehouse.co.uk to arrange a discussion.

Deadline for Applications

20th November 2026

Interview Date

25th November 2026

Application Procedure

The Blackburne House application form should be completed and supported by a letter of application, which succinctly but comprehensively identifies your reasons for applying and how your career to date may have equipped you for the post.

Completed applications should be returned by the above closing date to Louise Nixon, Blackburne House, Blackburne Place, Liverpool L8 7PE. Alternatively email your completed application and monitoring form along with a covering letter to vacancies@blackburnehouse.co.uk

In the interests of economy you will not hear from us again unless you are shortlisted. Your interest in the post is greatly appreciated but as a charity we unfortunately do not have the resource to respond to every application that is made.

In accordance with the requirements of the Immigration, Asylum and Nationality Act 2006, you must be eligible to live and work full time in the UK. Documented evidence of eligibility will be required from all potential employees as part of the recruitment process.

Please note that we reserve the right to close this vacancy early or interview prior to the closing date if we receive a high volume of suitable applications.

The Blackburne House Group



Blackburne House Group is a training led organisation, which delivers high quality training and education services. We're based in a beautiful Grade II listed building, situated in Liverpool's famous Hope Street quarter, close to the city centre.

Attracting thousands of visitors each year, our facilities include an education centre for women, , a thriving bistro, a women's wellness centre, excellent conference facilities and a 52 place nursery. From the beginning, these highly acclaimed and flourishing social enterprises have supported our educational aims and provide tangible examples of how new markets can be used to serve local communities.

Blackburne House Education

Blackburne House is a unique education charity and training provider in the heart of Liverpool. For more than 43 years, we have empowered women through education, skills development and wellbeing support, helping them gain the confidence, qualifications and opportunities needed to build rewarding and sustainable careers.

Each year, we create over 1,000 learning opportunities within a safe, inclusive and welcoming environment. Whether learners are taking their first steps into education, returning after a break, or looking to progress in their chosen profession, our programmes are designed to help them succeed.

Our holistic approach goes beyond teaching and learning, addressing the barriers that can prevent women from reaching their full potential. For us, success is measured not only by outcomes, but by the lives transformed along the way.

We are proud to be an Ofsted-rated 'Good' provider of Further Education, with a strong track record of quality, compliance and learner achievement. Our most recent inspection recognised our commitment to creating a safe, supportive and empowering environment where learners can thrive. At Blackburne House, education is about more than qualifications.

It is about unlocking potential, creating opportunities and supporting women to achieve ambitions they may once have thought were out of reach.



About the Role

We are looking for someone who has experience of Further Education funding requirements alongside the ability to work independently, manage competing priorities, and maintain high standards of accuracy and professionalism.

Working within a small college environment, the successful candidate will need to be proactive, flexible, and confident in working with colleagues across different departments.

We're looking for someone who shares our values and is passionate about making a positive difference. At Blackburne House, we believe strong relationships, kindness, openness and integrity are at the heart of everything we do. We want new team members who will contribute positively to our supportive and inclusive culture, treat others with respect, and take pride in delivering a high-quality experience for everyone they work with.

This role is for 12 months to cover a period of maternity leave.

As a member of our team, you'll be expected to maintain professional standards and represent Blackburne House positively in all that you do. We value colleagues who are approachable, reliable and committed to providing an excellent service while helping to create a welcoming environment for learners, children and families.

Why Work at Blackburne House?

We pride ourselves on being a friendly and caring organisation. As a member of staff you will benefit from:

- **Paid Birthday Off**
- **Continuous Professional Development Opportunities**
- **An Extra Days leave each year for the first 5 years of employment**
- **Staff Discount in the Blackburne House Bistro, Nursery and Conference & Events Hire**
- **Access to Counselling and Wellbeing Services**
- **Employer Pension Contributions**
- **Heavily discounted on-site parking for staff**
- **Christmas Closure**
- **Occupational sick pay scheme after one year's service**
- **Family-friendly policies**
- **Employee wellbeing support**

Please note that a disclosure from the Disclosure and Barring Service (DBS), formerly the Criminal Records Bureau (CRB), may be requested in the event of a successful application to this post. All applications for disclosures are dealt with in accordance with the DBS's Code of Practice and the College's Policies on The Recruitment of Ex-Offenders and on The Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure Information. Blackburne House is committed to safeguarding and promoting the welfare of vulnerable adults, children and young people.

Job Description

Post	Compliance Officer
Salary:	From £22,935
Location:	Blackburne House, Blackburne Place, Liverpool, L8 7PE
Flexibility:	There is an expectation that the successful candidate will be willing to adapt their working hours to suit the needs of the organisation. This is a 12 month fixed term maternity cover contract starting November 2026.

Main Tasks

Compliance and Regulatory Requirements

- Ensure the college complies with relevant legislation, regulatory requirements, policies, and procedures.
- Monitor changes to legislation and regulatory guidance and advise management of any necessary changes.
- Develop, review, and maintain compliance policies and procedures.
- Identify compliance risks and recommend appropriate corrective actions.
- Maintain accurate and up-to-date compliance records and documentation.
- Support internal and external audits, inspections, and compliance reviews.

Further Education Funding Compliance

- Ensure compliance with applicable Further Education funding rules and the requirements of relevant funding bodies, including LCRC as applicable.
- Review learner files to ensure that all required documentation and evidence are complete, accurate, and compliant.
- Monitor learner eligibility, enrolment documentation, attendance records, and funding-related paperwork.
- Support the preparation and submission of accurate funding data and returns.
- Identify and investigate potential funding errors, discrepancies, or irregularities.
- Work closely with curriculum, admissions, MIS, and finance teams to resolve compliance issues.
- Prepare for funding audits and ensure that all necessary supporting evidence is available.
- Keep up to date with changes to funding regulations and ensure that college procedures reflect current requirements.

Quality Assurance and Risk Management

- Carry out regular compliance checks and internal reviews.
- Identify risks relating to funding, regulatory compliance, record keeping, and operational procedures.
- Recommend and implement improvements to strengthen compliance arrangements.
- Support the development of action plans following audits, inspections, or identified compliance issues.
- Report significant risks and concerns to senior management.