

**Job Title:** Compliance Administrator  
**Location:** Eastleigh/Hybrid  
**Working Hours:** 37  
**Working Pattern:** Monday-Friday  
**Salary:** £24,000 - £27,000

If you are passionate about education and want to work in a vibrant environment with people, who believe in our mission to advance education for the public benefit, please apply and support our charitable objectives. As a diversity-sensitive employer, we are always looking out for exceptional talent to join us from a wide range of backgrounds.

We are seeking a Compliance Administrator to join our Compliance team on a permanent basis.

VTCT Skills (the working name of Vocational Training Charitable Trust) is a market-leading specialist vocational and technical Awarding Organisation. We offer a comprehensive range of qualifications, assessments and services in 17 sectors, including Hairdressing, Beauty, Logistics and Early Years. Working closely with employers and training providers, our ranges are backed by industry and trusted around the world. With over 3,000 training locations, we help over 120,000 learners achieve professional skills that transform their lives, every year.

Details about VTCT are on our website: <https://www.vtctskills.org.uk/about-us/vacancies/>

**Benefits** *(Please enquire if you would like more information about these before you apply):*

- 26 days annual leave + bank holidays, rising to 27 days after 2 years.
- Day off for your birthday
- Life assurance 4\* salary
- Flexible working arrangements (including compressed hours)
- Enhanced sick pay benefits after probation (3 months full pay)
- Enhanced pension contributions after postponement period (up to 10% employer contributions)
- Retail discount offers
- Cycle to work scheme
- Employee assistance programme
- Wellbeing initiatives and support
- A vibrant array of social opportunities
- Free parking, free tea and coffee and free fruit
- Healthcare services worth up to £1,400 and access to 24/7 GP services
- Regular massages for office staff
- Wide array of training and development opportunities

**Principal Responsibilities include:**

- Support effective UK and international compliance across all departments within the Qualifications and Standards Division.
- Ensure VTCT Skills has a comprehensive audit trail in relation to all regulatory activities.
- Coordinate the submission, extension and review of qualifications on regulatory systems and funding databases.
- Assist with internal audits and maintain compliance with quality management systems such as ISO 9001.
- Support communication with UK and international regulators and coordinate event notifications.
- Assist with data returns and information requests from regulators.
- Research UK and international qualification frameworks and funding opportunities.

**Essential Criteria** *(as part of our commitment to support people with disabilities, anyone with a registered disability who meets this criteria will be offered an interview. Please make us aware if this applies to you):*

- Working knowledge of UK regulators and frameworks.
- Exceptional eye for detail and ability to proof-read complex documentation.
- Proficient IT skills including Microsoft SharePoint, Outlook, Excel and Word.
- Excellent communication and writing skills.
- Ability to work to deadlines under pressure and manage multiple priorities.
- Experience of working in a regulatory environment and supporting internal audits.

**Desirable Criteria:**

- Working knowledge of regulations in the awarding environment.
- Knowledge of international regulatory frameworks.
- Experience of working in an Awarding Organisation.
- Formal proof-reading training,

Please submit your CV and a covering letter (optional) to [recruitment@vtctskills.org.uk](mailto:recruitment@vtctskills.org.uk) to start the application process.

Once you have applied will we get in touch after the advertising has closed let you know if you have been shortlisted for interview. If you are not contacted after this time you should assume you were not successful this time; we cannot give feedback due to the volume of applications.

**Application closing date: 17<sup>th</sup> December 2025**

**Interviews for this role are ongoing throughout the application timeframe and beyond**

We reserve the right to close this advertisement early if we receive a high volume of suitable applications.

Vocational Training Charitable Trust (with the working name VTCT Skills) comprises the charity through which main Board business and governance is transacted and Education & Media Services Ltd, t/a ITEC, a wholly owned trading subsidiary of VTCT.