JOB DESCRIPTION

Job Title:	Compliance Coordinator	Version:	01
Department:	Compliance		
Reports To:	Head of Compliance		
Supervises:	N/A		
Grade:	10	Date:	18 Nov 2025

Purpose of Job:

The Compliance Coordinator reports to the Head of Compliance and provides essential support in managing and monitoring regulatory requirements for qualifications in the UK and internationally, helping to ensure compliance of all products, including certificates, across multiple jurisdictions.

The post holder will assist in coordinating cross-organisational activities to ensure timely and accurate regulatory processes for qualifications and products, in line with the conditions and principles set by UK and overseas regulators. This includes supporting high-stakes regulatory activity and helping maintain robust evidence trails for audits, Department for Education (DfE) submissions, regulatory reviews, and similar processes. They will also contribute to internal audits for regulatory compliance and quality management systems such as ISO 9001.

The Compliance Coordinator will develop a strong understanding of regulatory methods, systems, and procedures, applying this knowledge to support improvements in processes and maintain compliance. They must be flexible and able to prioritise tasks effectively in a dynamic environment with multiple deadlines.

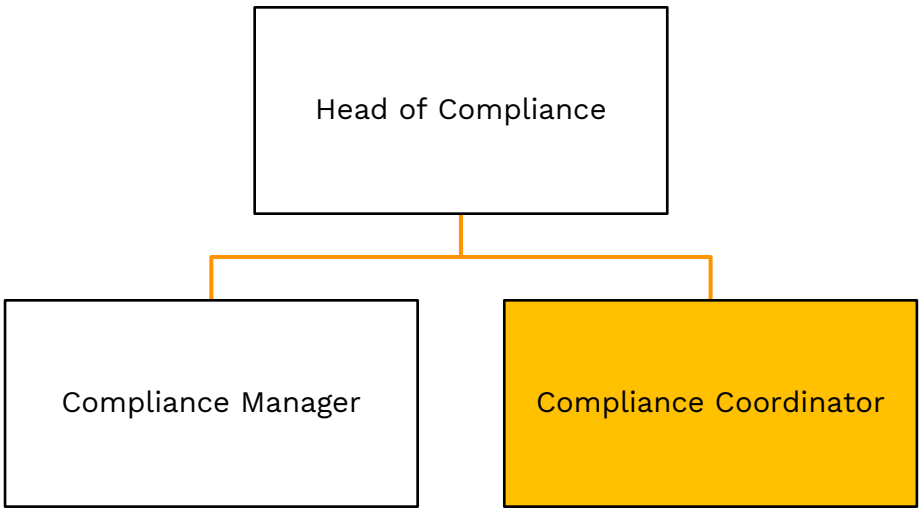
The role includes assisting the Compliance Manager in all regulatory activities, with a focus on maintaining internal and external regulatory registers, and funding applications and databases.

Strong communication skills are essential to work collaboratively with internal colleagues and external stakeholders, ensuring clear organisation of tasks and smooth workflow across different regions and regulatory frameworks.

Dimensions:

Staff:	This role supports staff across the business in all matters relating to regulatory compliance, as well as members of the Regulatory Quality Committee, as appropriate.
Others:	Responsible for supporting UK and international regulatory compliance across the organisation.

Organisation Structure:



Principal Accountabilities:

- Support effective compliance across all departments within the Qualifications and Standards Directorate.
- Ensure VTCT Skills has a comprehensive audit trail in relation to all regulatory activities.
- Support the Compliance Manager in undertaking research to understand UK and international qualification frameworks and requirements.
- Support the Head of Compliance in ensuring regulatory requirements are met and the annual statement of compliance process is valid and reliable.
- Coordinate the submission, extension and review of qualifications on regulatory systems and databases.
- Understand UK and international qualification funding opportunities, and coordinate the submission, extension and review of qualifications on funding databases.
- Support the Compliance Manager with internal audits.
- Support communication with UK and international regulators on behalf of the organisation.
- Support the coordination of any event notifications to the regulators for the whole organisation.
- Support the submission of data returns and any information requests from any regulators.

General Responsibilities:

- Undertake training and development as required by the organisation.
- Demonstrate by actions commitment to organisation's Values.
- Demonstrate by actions commitment to equality, diversity and inclusion.
- Any other duties commensurate with role to support the organisation's business needs.
- To be responsible for their own health and safety.

Working Relationships and Contacts:

Internal: Head of Compliance and Compliance Manager, other Heads of Department, Department Managers

External: Qualification Regulators, other regulatory bodies, Government and Sector Bodies, Funding Agencies

Person Specification:

ATTRIBUTES	ESSENTIAL	DESIRABLE
Knowledge *This relates to the level and breadth of knowledge required to do the job, e.g. an understanding of a defined system, practice, method or procedure.*	• Knowledge of managing complex administrative tasks • Working knowledge of UK regulators and frameworks	• Working knowledge of regulations in the awarding environment • Knowledge of international regulatory frameworks
Technical/Work-based Skills *This relates to the skills specific to the job, e.g. language fluency, typing skills, etc.*	• Exceptional eye for detail and ability to proof-read complex documentation • Proficient IT skills including Microsoft Sharepoint, Outlook, Excel and Word	
General Skills/Attributes *This relates to more general characteristics required to do the job effectively, e.g., effective written communication skills, ability to delegate, motivation or commitment etc.*	• Excellent communication skills • Excellent writing skills • Ability to work to deadlines under pressure • Sound time management and organisational skills • Willingness to undertake training and development activities	

Experience *This is the proven record of experience and achievement in a field, profession or specialism. This could include a minimum period of experience in a defined area of work (take care to ensure period stated is appropriate and not unnecessarily excessive).* *Please include a minimum no. of years' of experience where possible (i.e. 3+ years).*	• Experience of working in a regulatory environment • Experience of managing complex administrative tasks • Experience of supporting internal audits	• Experience of working in an Awarding Organisation
Qualifications *Please state the level of education and professional qualifications and/or specific occupational training required.*	• Qualification at Level 3 or above • GCSE grade C (or equivalent) in Maths and English or Level 2 Key Skills/functional skills/literacy/numeracy	• Formal proof-reading training

Job Description Confirmation Section

Job Title: Compliance Manager

Department: Compliance

I confirm that this is a true and accurate reflection of this job

	Dan Tromans
LINE MANAGER/SUPERVISOR signature	**Print Name**
	18th November 2025
	Date
JOBHOLDER signature	**Print Name**
	Date

Comments/Notes:

Document amendment history page

Version	Document Owner	Issue Date	Changes	Role
6	HR Advisor	September 2024	Document moved to new template	HR Advisor
7	HR Advisor	January 2025	Amended structure format	Executive Support & Governance Lead

Document Review

Role	Review Status
Executive Support & Governance Lead	Update complete

Document Owner

Document Owner	Document shared with
HR Advisor	HR Director

Document Sign-off

Role	Sign-off Date
HR Director	January 2025