



Job Specification

For: Governance, Policy and EDI Manager

Ref: VR/01353

Job Description

Chatham, Kent
£52,000 + Excellent Benefits

Governance, Policy and EDI Manager required in Chatham - a great opportunity to join a collaborative and dynamic team delivering training services to a wide range of customers across the UK.

Are you an enthusiastic individual, with strong communication skills, who is committed to driving change by promoting good governance and effective use of policy, risk management and team training? Could you lead strategy to help a company become a more inclusive workplace?

Excellent benefits which include: £52K Salary, six weeks paid holiday (plus bank holidays), generous contributory pension, funding for continuous professional development and personal growth, wellbeing support, private healthcare, on-site gym, hybrid working options.

The organisation is a provider of innovative, learning design and consultancy for businesses and the defence sector. Forward thinking and innovative, and in a period of substantial growth, they are a dynamic, friendly, collaborative team who are passionate about learning. For over a decade, they have delivered high end military training to over 150,000 learners (based at the Royal School of Military Engineering, Chatham) taking a transformational and humanistic approach to learning solutions with measurable results in shortening time to proficiency and delivering lasting behavioural change. This success has taken them into the civilian / commercial training area with many large public and private sector organisations trusting their approach and expertise. This is an exciting opportunity to join a company with an ambitious vision: *To be the UK's premier skills development partner, harnessing innovative solutions to equip their clients for the future.*

The Governance, Policy and EDI Manager is a new pivotal role that will play a crucial part in shaping strategic direction, developing company policy, driving forward commitment to EDI, and helping to ensure communication and compliance across all areas of operations.

The role:

Reporting to the Commercial and Business Services Director and working with teams across the company in the following areas:

Policy Development: The creation, review, and implementation of policies to ensure they align with organisational objectives, best practice and legal standards.

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Sappers Network
RHQ RE, Ravelin Building
Brompton Barracks
Chatham, ME4 4UG
Tele: +44-(0)7496 083483



Equality, Diversity & Inclusion (EDI): Champion EDI across the organisation, developing strategy and drive initiatives that foster an inclusive culture in all aspects of the company's work.

Strategic Support: Provide support to Strategy and Policy owners in the development and execution of organisational strategy, ensuring good governance is at the forefront of decision-making.

Risk Management: Identify and manage risks particularly related to governance and compliance. Ensure that robust risk management strategies are in place.

- Supporting and, where needed, leading on HR project work.

Compliance: Help to ensure the organisation adheres to legal and regulatory requirements, providing expert advice and guidance on all compliance matters.

- Working with policy owners to ensure they remain relevant, updated and communicated both within the company and externally. Obtaining and collating feedback from our people on their effectiveness.

Training & Development: Develop and deliver training programs and packages to educate staff on policies, compliance, and EDI best practices.

- Supporting bidding activity by providing policy and compliance information.
- Advising on, and developing good Governance in conjunction with the Executive team and provide a focal point for wider ESG and social value strategy development
- Horizon scanning for legislative and best practice developments that impact policy. Identifying gaps in policy coverage and researching how they can be addressed.
- Oversee community engagement, corporate social responsibility (CSR), and philanthropic activities.
- Help ensure the company upholds high standards for employment practices, employee welfare, and human rights across the supply chain.
- Prepare regular ESG performance reports for internal and external stakeholders
- Set goals, metrics, and performance indicators for environmental impact, social contribution, and governance practices.

Additional experience to support the Governance, Policy and EDI Manager role:

- Experience or willingness to run training sessions for colleagues.
- Knowledge and experience of Microsoft Office Applications
- Exceptional communication, writing, and interpersonal skills with the ability to influence and engage stakeholders at all levels.
- Strong organisational and project management skills.
- Degree or equivalent qualification, ideally in a subject relevant to the role.

The company is committed to creating a diverse and inclusive workplace, all applications will be considered.

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Proposed hours of work are 37 hours per week, Monday to Friday.

All posts are subject to a Disclosure and Barring Service application. The company follows the DBS Code of

Closing date – Friday 22nd November 2024 although this is subject to change allowing for market conditions.

Armed Forces Covenant – We offer guaranteed interviews to military veterans if they meet the selection criteria.

Compiled by : **Fiona Louch**
Compiled on : **10/29/24**

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