

Black Foxes UK - Policy Coordinator

Job Title: Policy Coordinator

Location: Remote

Commitment: 3 hours per week (Minimum 3 months)

Role Overview:

As a Policy Coordinator, you will play a key role in managing and overseeing the organisation's policies, ensuring compliance with relevant regulations and best practices. You will collaborate with various teams to align policies and procedures, develop necessary documentation, and support the organisation's mission through effective policy management.

Key Responsibilities:

- Review and update organisational policies, including but not limited to Safeguarding, GDPR, and Health & Safety.
- Ensure compliance with current regulations, legal requirements, and industry best practices.
- Develop and maintain Codes of Practice and Standard Operating Procedures (SOPs).
- Collaborate with internal teams to ensure policies and procedures are consistent and well-aligned across the organisation.
- Produce, review, and distribute relevant policy documents and guidance materials.
- Lead and coordinate a small group of volunteers, providing support and guidance on policy-related matters.

Required Skills and Qualifications:

- Strong understanding of policy management, regulatory frameworks, and legal compliance.
- Excellent attention to detail, with the ability to handle sensitive and confidential information.
- Strong written communication skills, particularly in drafting policy documents and guidance.
- Demonstrated ability to collaborate with diverse teams and lead a volunteer group effectively.
- Proficiency in working remotely with access to a reliable device and internet.

Eligibility:

- Applicants must be 18 years of age or older.
- Previous experience in policy development or regulatory compliance is beneficial but not required.