

Recruitment information pack guide for candidates

Head of Compliance and Enquiries
Permanent, full time position
Ref: HCE/0526

Completed CVs, a covering letter and Equal Opportunity Monitoring forms
must be returned to the Commission no later than **noon, Monday 15 June 2026**

Candidates should download a copy of this booklet for future reference
it will not be available online after the above date.

www.charitycommissionni.org.uk

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Welcome

Thank you for considering joining our team, dedicated to underpinning the important work of charities through proportionate regulation, best practice and advice.

As you explore this candidate pack, you'll discover the meaningful work we do and the exciting opportunities that await you. Our organisational culture is evident in our record of strong staff engagement and delivering change.

The Charity Commission for Northern Ireland ('the Commission') believes that every charity makes a difference. If you share our passion and want to see well-run and trusted charities making a difference in peoples' lives, I would encourage you to go ahead and apply to work for the Commission.

Thank you for considering the Commission as your next professional opportunity. We look forward to the possibility of welcoming you to our team and working together to achieve our vision and aims.

Kind Regards



Frances McCandless
Chief Executive



About working for us

Encouraging work life balance

- ✓ Hybrid and smart-working policies, meaning you can work from different locations like home, in public sector hubs and from our office.
- ✓ Flexible 37 hour (FTE) working week organisation. This means that you work around core hours and can manage your time during the week.
- ✓ 25 days annual leave rising to 30 days after 5 years of service (plus bank holidays and pro rata for those who join us part time).

Location

Marlborough House, Central Way, Craigavon, BT64 1AD

**The Commission is planning to move to new office premises within 5 miles of the current location in September/October 2026*

Caring for you and your family

- ✓ Coaching approach to staff management.
- ✓ Regular opportunities to give ideas and feedback.
- ✓ Full range of family leave and well-being support.
- ✓ Free access to a confidential helpline service with a specialist range of support and information.

Enriching your work life and thinking about your finances

- ✓ Opportunities for learning and professional development.
- ✓ Team building and reflective practice sessions.
- ✓ Annual salary awards and pay progression.
- ✓ Pension scheme.

Our Organisation

Status

The Commission is a non-departmental public body sponsored by the Department for Communities. It was established under the Charities Act (Northern Ireland) 2008 and is composed of up to seven, part-time Charity Commissioners who form the Board of the Commission. The Commission's overall purpose is to provide a structure and process through which charities can demonstrate their contribution to society, the public can be assured about how charities are spending donations and government can assist in the better governance of the charity sector.

Further information about the Commission's regulatory remit, its organisational structure and programmes of work that the **Head of Compliance and Enquiries** role is involved in can be requested by contacting m.hamilton@mcsgroup.job

Purpose and Vision

- **Vision:** *Well-run and trusted charities making a difference in people's lives.*
- **Purpose:** *Enabling charities to do things right through proportionate regulation, best practice and advice.*

Our strategic objectives for 2026 to 2029¹:

- Objective 1: Strengthening Charity compliance and governance
- Objective 2: Build further public trust and confidence in charities
- Objective 3: Enable charities through better systems and support
- Objective 4: Deliver a more efficient and updated registration process
- Objective 5: Be an excellent and expert organisation

Our Values	Enabling Behaviours
Integrity	Honest, open, supportive, fair, trustworthy, respectful, valuing diversity, accountable.
Independence	Impartial, fearless, supporting equality, rigorous.
Excellence	Striving to be the best we can be, implementing best practice, learning, influencing, leading, seeking continuous improvement, innovating, proactive, targeted.
Accessible	Good communications, flexible approach, listening, respectful in tone, reflective, engaging, collaborative, encouraging and positive, visible.
Proportionate	Supportive, targeted, being responsive.

The Role

Job title	Head of Compliance and Enquiries
Grade:	G7
Salary:	£61,673 - £64,469
Pension:	Employer Contribution 34.25%

Reports to: Chief Executive

The purpose of this job is to manage and develop the Compliance and Enquiries functions of the Charity Commission for Northern Ireland. This includes and leading the enquiry function to include investigation of the mismanagement of charities. The post acts as part of the Commission's Senior Management Team, which reports directly to the Chief Executive.

The responsibilities of the Head of Compliance and Enquiries include:

Core Duties

- Lead and manage the Compliance and Enquiries function,
- Lead the Commission's development of appropriate systems and processes for the annual monitoring of all registered charities in Northern Ireland,
- Lead and manage the development of reporting systems for charity accounts.

Key & Expert Advice

- Provide a high-level role in complex cases as dictated by investigations procedures,
- Provide a high-level role in relation to section 22 inquiries and related tribunal appeals or reviews,
- Provide advice to Board, CEO and Senior Management Team and other teams,
- Comply with Data Protection, Freedom of Information and the Commission's requirements relating to documentation and record keeping.

Leadership & Excellence

- Participate in the Commission's achievement of its strategic objectives,
- Work collaboratively with all teams helping shape internal and external policy development,
- Act as a member of SMT, reporting to Board and Committees,
- Provide support, line management and development support to the Commission's Monitoring and Compliance and Enquiries teams,
- Manage resources effectively and efficiently in order to maximize benefits, including value for money.

This summary is not exhaustive but covers the main duties of the post. A full Job Description can be requested.

Person specification

Job Title: Head of Compliance and Enquiries

1.0 Qualifications

Essential

1.1 Third level qualification in a relevant discipline.

Desirable

1.2 Investigative Practice Certificate or equivalent

1.3 An accountancy related qualification

2.0 Experience

Essential

2.1 Five years' work experience in a relevant discipline

2.2 Experience of overseeing monitoring and compliance activities

2.3 Experience of working with investigations procedures

2.4 Experience of managing teams

2.5 Experience of working with effective risk profiling

2.6 Experience of preparing reports and briefings at a senior organisational level

2.7 Experience of analysing information to make decisions

Desirable

2.8 Experience of being part of a Senior Management Team

2.9 Experience of the legal system of Northern Ireland

2.10 Experience of working in a regulatory environment

3.0 Knowledge, Skills & Abilities

Essential

3.1 Ability to critically evaluate and develop strategic plans

3.2 Ability to manage a diverse and complex workload

3.3 Ability to collaborate with key stakeholders

3.4 Ability to establish systems and processes

3.5 Ability to represent the organisation at all levels including tribunals and court processes.

3.6 Ability to report to and work with a Board

3.7 Ability to manage resources effectively

Desirable

3.8 Ability to manage investigative processes

3.9 Ability to analyse charity accounts

3.10 knowledge of Northern Ireland Charity law

How to apply

To apply, submit the following by **12 noon, Monday 15 June 2026**:

- **Covering letter** addressing essential/desirable criteria
- **CV**
- **Equal Opportunities Monitoring Form**

Send to:

m.hamilton@mcsgroup.jobs

Initial queries:

Meghan Hamilton, Senior Recruitment Consultant(MCS Group)

Email: **m.hamilton@mcsgroup.job**

Please note CVs, covering letters and Equal Opportunity Monitoring forms submitted after the deadline or reformatted from the original form will not be considered.

Personal details provided by you in your CV will not be provided to the selection panel for the purpose of interviewing and determining your eligibility for the post. Note: The desirable criteria will only be used should the recruitment panel decide to invoke the desirable criteria as part of shortlisting. The Commission reserves the right to apply enhanced shortlisting criteria.

Additional considerations

The Commission aligns with the Northern Ireland Civil Service [Competency Framework](#)². The framework sets out the skills, knowledge and behaviours that the Commission bases its work on, and as part of the recruitment and selection process, candidates will be assessed against at least five of the core competencies outlined below at interview stage.

Applicants should familiarise themselves with the competencies.

- Seeing the bigger picture.
- Changing and improving.
- Making effective decisions.
- Leading & communicating.
- Collaborating & partnering.
- Building capacity for all.
- Delivering value for money.
- Managing a quality service.
- Delivering at pace.
- Achieving outcomes through delivery partners.

Interview guidance

A competence-based interview requires you to:

Focus exclusively, in your responses, on your ability to fulfil the competences required for effective performance in the role; and provide specific examples of your experience in relation to the required competence areas.

In preparation for the interview, you may wish to think about having a clear structure for each of your examples, such as:

- Situation briefly outline the situation
- Task what was your objective, what were you trying to achieve?
- Action what did you actually do, what was your unique contribution?
- Result what happened, what was the outcome, what did you learn?

The panel will ask you to provide specific examples from your past experience in relation to each of the competences to demonstrate your knowledge, skills and abilities. You should therefore come to the interview prepared to discuss in detail a range of examples which best illustrate your knowledge, skills and abilities in each competence area. You may draw examples from any area of your work / life experiences.

² <https://irecruit-ext.hrconnect.nigov.net/resources/documents/n/i/c/nics-cf.pdf>

Selection process

The selection process will include a sift by a panel against the essential and if necessary desirable criteria. The Commission reserves the right to apply enhanced short-listing criteria. For those successful at that stage there will then be an assessment stage consisting of a competence-based task and interview, focusing on essential criteria. Those shortlisted will be advised if the panel decide to include a presentation or competency exercise as part of the assessment stage.

Only those applicants who clearly demonstrate relevant achievement, experience, knowledge and understanding of the essential criteria will go forward to the assessment stage of the recruitment and selection process.

Interviews

It is intended that interviews for this post will take place at the Charity Commission for Northern Ireland, Marlborough House, Central Way, Craigavon, BT64 1AD **week commencing 29 June 2026.**

Interviews will not normally be rescheduled to accommodate applicants who are unable to attend on the agreed date. Reschedules will be entirely at the discretion of the panel.

If an applicant fails to present for interview, at the allocated time, it will be deemed that they have withdrawn from the process.

Feedback

The Commission is committed to ensuring that the processes used to recruit and select employees are fair, open, honest and transparent. We are consequently committed to providing feedback in respect of interviewed candidates. We are unable to provide feedback in respect of shortlisting decisions other than that which is set out in the shortlisting decision letter. All feedback requests must be in writing, email requests will be accepted.

The Commission will endeavour to formally respond to the feedback request within 15 working days of receipt of the request.

Travel

It is not the Commission's policy to pay travel expenses to any candidate attending interview.

Order of merit

The selection panel will assess candidates against the interview/assessment criteria. Candidates who meet the required standard(s) and pass mark will be deemed suitable for appointment. The selection panel will then list those suitable for appointment in order of merit with the highest scoring applicant ranked first.

The Commission will allocate a candidate (or candidates) to a vacancy (or vacancies) in the order listed. The order of merit is valid for one year.

Equality of opportunity

The Commission is committed to a policy of equality of opportunity in its employment practices and aims to ensure that no actual or potential job applicant or employee is discriminated against, either directly or indirectly, on the grounds of gender, marital status, disability, race, community background or political persuasion, age, dependants, sexual orientation or trade union membership.

Each person shall have equal opportunity for employment, training and advancement in the Commission on the basis of ability, qualifications and performance. This maximises the effective use of human resources in both the organisation and the individual's best interests.

The Commission is committed to equality of opportunity and welcomes applications from suitably qualified people from all sections of the community.

To facilitate equality of opportunity the Commission offers a range of family friendly policies.

To help ensure that we are meeting our equality of opportunity obligations, the Commission monitors the composition of employees and applicants. This monitoring helps to identify if any

of our policies, procedures or activities are operating to the detriment of any particular grouping within our diverse society.

The Equal opportunities monitoring form included with your CV is part of your application and should be returned. If you do not return an Equal opportunities form, your application will be considered incomplete.

The monitoring form will not be available to the selection panel.

The Commission is an Equal Opportunities employer. As employees from the Protestant community are currently underrepresented in our workforce, we would particularly welcome applicants from this community. All appointments will be made on merit.

Reasonable adjustments/access requirements

If successful for an Interview we will ask if you require any reasonable adjustments, or access requirements, to enable you to attend any part of the assessment process.

Details of any reasonable adjustments are only used for this purpose and do not form any part of the selection process. If you have indicated that you will require a reasonable adjustment and are successful in the selection process and are being considered for appointment, you may be required to outline any adjustments you consider necessary in order for you to take up an appointment.

Appointment

This appointment is for one **permanent, full-time post**.

The person appointed will be expected to take up the position as soon as possible.

Appointment is subject to completion of required pre-employment checks to include the following.

- Appropriate documentary evidence of eligibility to work in the UK
- Security check via AccessNI, Basic Disclosure. Please note that successful applicants will have to pay the administration fee for the completion of the AccessNI, Basic Disclosure
- Documentary evidence of original qualifications
- Employment history validation

Prior to taking up the post, the successful applicant must enter into an agreement setting out the terms of appointment.

Hours of work

Employees work a minimum 37 hour week, Monday to Friday. Employees will be required from time to time to work outside normal working hours.

Leave arrangements

The leave year runs from 1 February – 31 January of the following year. Annual leave entitlement is 25 days in addition to public holidays. Leave entitlement in the period prior to the start of the new leave year is pro-rata.

Training and development

The Commission actively develops all staff and invests significantly in training and development for business success and growth.

Family friendly policies

The Commission has a range of policies designed to assist employees with caring responsibilities/families and is keen to promote a work/life balance.

Probation

All employees are subject to a 12 month probationary period. At the end of this period, subject to satisfactory performance, the successful applicant will be confirmed in post.

Pensions

The Commission offers all new employees an attractive pension package. Further details can be found on the Department of Finance website at:

<https://www.finance-ni.gov.uk/landing-pages/civil-service-pensions-ni>

<https://www.dfpni.gov.uk/topics/working-northern-ireland-civil-service/new-members>

or, if you are unable to access the website, please contact Civil Service Pensions as follows:

Civil Service Pensions, Waterside House, 75 Duke Street. BT47 6FP

Tel: 028 7131 9000

Email: cspensions.cpg@dfpni.gov.uk

Please note: this information pack does not form part of conditions of employment.

Vetting procedure

Assessment information

It is the Commission's policy that successful applicants provide sufficient documentation to satisfy nationality and vetting requirements.

Nationality requirements

The Commission must ensure that you are legally entitled to work in the United Kingdom.

The Commission will require **original** documentation to be provided that demonstrates the applicant's right to work in the UK.

All successful applicants **must** provide when requested **one** of the single documents, or **two** of the documents in the specified combinations given, from List A;

List A documents

- 1 A passport showing that the holder is a British citizen or a citizen of the United Kingdom and Colonies having the right of abode in the United Kingdom.
- 2 A passport or national identity card showing that the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
3. A residence permit, registration certificate or document certifying or indicating permanent residence issued by the Home Office or the Border and Immigration Agency to a national of a European Economic Area country or Switzerland.
4. A permanent residence card issued by the Home Office or the Border and Immigration Agency to the family member of a national of a European Economic Area country or Switzerland.
5. A Biometric Immigration Document issued by the Border and Immigration Agency to the holder which indicates that the person named in it is allowed to stay indefinitely in the United Kingdom, or has no time limit on their stay in the United Kingdom.
6. A passport or other travel document endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the United Kingdom, has the right of abode in the United Kingdom, or has no time limit on their stay in the United Kingdom.

Document combinations

An official document issued by a previous employer or Government agency, e.g. HM Revenue and Customs (formerly the Inland Revenue), the Department for Work and Pensions, Jobcentre Plus, the Employment Service, the Training and Employment Agency (Northern Ireland) or the Northern Ireland Social Security Agency, which contains the **permanent National Insurance number and name of the person.**

And one of the following:-

An Immigration Status Document issued by the Home Office or the Border and Immigration Agency to the holder with an endorsement indicating that the person named in it is allowed to stay indefinitely in the United Kingdom or has no time limit on their stay in the United Kingdom.

A full birth certificate issued in the United Kingdom which includes the name(s) of at least one of the holder's parents.

A full adoption certificate issued in the United Kingdom which includes the name(s) of at least one of the holder's adoptive parents.

A birth certificate issued in the Channel Islands, the Isle of Man or Ireland.

An adoption certificate issued in the Channel Islands, the Isle of Man or Ireland.

A certificate of registration or naturalisation as a British citizen.

A letter issued by the Home Office or the Border and Immigration Agency to the holder which indicates that the person named in it is allowed to stay indefinitely in the United Kingdom. Advice on Nationality can be obtained from the Home Office website - www.ind.homeoffice.gov.uk.

ACCESS N.I. Checks (criminal conviction checks)

Before appointing anyone to a post, it is our policy to request an Access NI check to be carried out. Access NI was established by a joint programme between the Northern Ireland Office, the Department of Health, Social Services and Public Safety, the Department of Education and the Police Service of Northern Ireland.

Access NI enables organisations in Northern Ireland to make more informed recruitment decisions by providing criminal history information about anyone seeking paid or unpaid work in certain defined areas, such as working with children or vulnerable adults.

The check will tell us if you have a criminal record, or if your name is included in the Independent Safeguarding Authority Barred Lists. Any information which we receive will be treated confidentially and we will talk to you about it before we make a final decision. A check will only be carried out if you are considered to be the successful candidate and are being offered an appointment. In your application you **must** tell us if you have ever been convicted of a criminal offence, cautioned by the Police or bound over. You **must** tell us about **all** offences, even minor ones such as motoring offences and 'spent' convictions, that is, things that happened a long time ago. If you leave anything out it may affect your application. In addition, it is important to note that if your application is successful and you become an employee of the Commission, you **must** tell us **immediately** if you incur any criminal charge and/or conviction, no matter how minor.

The category of AccessNI check required for this post is;

Basic disclosure certificate

You should not put off applying for a post because you have a conviction. We deal with all criminal record information in a

confidential manner, and information relating to convictions is destroyed after a decision is made.

Please note: It is a criminal offence for anyone who is included on a barred list to work or seek work, in regulated activity. Individuals who are barred may be able to work in controlled activity.

For more information, the address of the AccessNI website is:
<http://www.accessni.gov.uk/>.

Successful applicants who are being considered for appointment will be expected to apply for the Basic Disclosure and produce the certificate to the Commission before appointment. The Basic Disclosure Application Form can be downloaded from the

Your personal details will be treated as private and confidential and will only be retained for as long as is necessary in line with our [retention policy](#) and in compliance with the Data Protection Act 2018 and the UK GDPR. You may want to read the Commission's [Privacy notice](#) which explains what we do with personal data and your rights in relation to that processing.

AccessNI website. Guidance notes on the completion of the form are also included on the website. Failure to complete the form and return the certificate to the Commission will result in exclusion.

Criminal Record information is subject to the provisions of the Rehabilitation of Offenders (NI) Order 1978.

This post will also require a Security Clearance (SC) check. SC Clearance is a security clearance level is for staff that may have long-term, frequent and uncontrolled access to SECRET assets. The Commission will carry out this check within one month of appointment.