

Policy & Compliance

This document is designed to give the officers and coordinator an insight into what the position involves. It underlines the summary, duties and responsibilities of the position.

Policy & Compliance Officer

Position Summary

The Policy and Compliance Officers are responsible for designing and implementing policies and ensuring compliance of respective members. Officers will additionally work towards researching and documenting policies and procedures. Furthermore, Officers will execute tasks and directives at the request of the Coordinator.

Role & Responsibilities

- Undertake relevant research to produce, establish and implement policies
- Develop policies and handbooks concerning all areas of organisational operation
- Analyse policies to drive Youth Nexus forward
- Ensure the organisation is always in line with the set policies
- Provide advice and direction toward implementing incentives to achieve the organisation's mission
- Through an appropriate method and structure, overlook the behaviour of the organisation
- Organise and produce briefs, reports and documents
- Conduct research on a variety of fields to:
 - Achieve a variety of goals across the organisation
 - Ensure organisation and events are inclusive to all
 - Assess the development, trends and achievements of other organisations to provide new policy insight to YN

In addition to some of the duties and responsibilities above, together with the support of the team, President and other respective personnel, the Compliance Managers will also have the following duties and responsibilities:

- Collect data from Youth Nexus team members, general members, volunteers and mentors via surveys or other means on views and practices

- Produce a database of resources for the benefit of all members, mentors and volunteers
- Monitor personal and professional development of all members, mentors and volunteers
- Monitor and organise legal and non-legal requirements for all members and mentors
- Follow up together with respective personnel, mentor applications, documents, interviews and other requirements
- Collaborate and cooperate with external Human Resource departments and Compliance managers for relevant requirements and reports

Generic role & responsibilities such as:

- Execute all tasks and directives of the coordinator
- Engage in consistent communication through various channels
- Collaborate as a team and provide constructive feedback to ensure efficiency and productivity in all policy and compliance related work
- Attend team meetings, engaging and participating in all agenda items
- Regular use of department calendar/s and meeting sheets
- Identify and assess potential opportunities for Youth Nexus to utilise social media to increase the scope and quality of the organisation through making appropriate recommendations
- To ensure the standards and principles set by Youth Nexus are adhered to in all policy and compliance related work

Policy & Compliance Coordinator

Position Summary

The Policy and Compliance Coordinator is responsible for leading, guiding and managing Officers with all tasks. The Coordinator is responsible for the research and documentation of data, information and practices. Furthermore, the Coordinator will support and communicate with the Officers at all times.

Role & Responsibilities

- Evaluate and revise the efficiency of policies and procedures
- Develop and oversee systems to prevent breach of legal and internal policies

Generic role & responsibilities such as:

- Lead team duties and responsibilities, ensuring they are met and fulfilled

- Delegate and escalate tasks
- Oversee the implementation and progress of all items, tasks and strategies in all areas
- Ensure achievement of all goals and tasks
- Confirm team members are always guided and supported
- Encourage effective teamwork
- Ensure all team members have access to relevant documents and files
- Chair team meetings and regularly update meeting sheets
- Oversee and update calendar/s and meetings sheets
- Liaise and consult with policy and compliance officers for appropriate actions
- Effectively communicate between the President, the Youth Advisory Committee (YAC) and the policy and compliance officers
- Attend YAC meetings, engaging and participating in all agenda items
- Explore and formulate new and creative ideas and strategies
- Provide analytics to inform policy and compliance updates
- Ensure documentation and data is recorded on a regular basis
- Attend individual meetings with the President when necessary

Together with the Policy and Compliance Officers:

- Contribute to the development of YN's policy and compliance strategy and practices
- Research, analyse, document and report policy and compliance trends, practices and procedures to improve and guide policies and the compliance department
- Develop, propose and implement policy and compliance guidelines, procedures, templates, tools, practices, standards and reporting