

Role Profile

Job Title: Senior Licensing and Compliance Officer
Location: Award House, London
Reports To: Licensing and Compliance Manager

Summary of Role

The role of the Licensing and Compliance Manager / Officer is to support the development, coordination and delivery of Licensing and Compliance processes and procedures across the Association.

The Licensing and Compliance Manager / Officer will support the Licensing and Compliance Manager and other members of the Operations Team to ensure that, through the consistent and proactive use of standards, policies and quality assurance processes, backed up by effective licensing, the intellectual property and good reputation of the Duke of Edinburgh's International Award is effectively protected.

The role will work closely with Operations Directors, Operations Managers and the Foundation Finance Team to support licensing all Award Operators, including: National Award Operations, Operating Partners and Independent Award Centres.

Key Responsibilities

- Processing, in liaison with relevant Operations Team colleagues, new licence (all channels) applications, including due diligence.
- Work with Operations Managers to support validations, licence reviews and reports for all Operators, including: providing administration support, drafting content where required and reviewing reports.
- Manage the issuing of and drafting correspondence in relation to all licence documentation (terminations, licence extensions, etc).
- Support the finance team to create, issue and track accurate invoices for Operators (Annual Licence Fees, Participant Registration Fees and Training).
- Support the Licensing and Compliance Manager, in collaboration with Operations Managers, to oversee the system for managing licence compliance issues using Salesforce arising from validations and reviews across the Foundation.
- Support the dissemination of information regarding licensing and quality assurance processes to Foundation colleagues, and to the wider Association when appropriate.
- Support, where necessary, the development and maintenance of key IAF and IAA policies, including periodic reviews and updates where necessary.
- Support with ad hoc projects, as required.

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Person Specification

CRITERIA	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Qualifications	<p>Educated to degree level/or equivalent in a relevant discipline – ideally Law.</p> <p>Evidence of continuous professional development (CPD)</p>	<p>Level 7 Diploma in Paralegal practice (postgraduate professional qualification)</p> <p>Achieved bronze, silver or gold Duke of Edinburgh's Award.</p>	<p>Application Form & Qualification Certificates</p>
Experience	<p>Previous experience of assisting in the research, drafting and amending of contracts and licences</p> <p>Experience in database management and use of contact management systems (ideally Salesforce)</p> <p>Practical experience of organisational governance (systems, processes and practice)</p> <p>Track record of working in under own supervision, with the ability to multi-task and escalate relevant issues where needed</p>	<p>Previous experience of working in a youth development organisation</p>	<p>Application Form & Interview</p>
Knowledge	<p>Good knowledge of efficient administrative practice and procedure</p> <p>Knowledge and familiarity with intellectual property law, process and practice</p> <p>Basic knowledge of quality management systems and processes</p> <p>Cultural awareness and sensitivity.</p>	<p>Knowledge of the International Award Foundation</p>	<p>Interview</p>
Skills and Abilities	<p>Sensitivity to diversity and a broad spectrum of cultural traditions and attitudes</p> <p>Proven project management skills</p> <p>Ability to maintain confidentiality and work within protocols and procedures</p> <p>Analysis, problem solving and conflict management skills</p> <p>Financial literacy and basic bookkeeping skills</p> <p>Meticulous attention to detail and excellent organisational skills.</p> <p>High level of written and verbal communication skills. Fluency in English.</p>	<p>Budget and resource management</p> <p>Fluency in one or more other languages.</p>	<p>Interview</p>

	Computer literate. Experienced user of MS Word, Excel and PowerPoint.		
Circumstances	<p>35 hours per week (Monday to Friday) with some flexibility required on or around the lead up to evening events.</p> <p>Overtime is not payable, though hours worked over and above standard contract can be taken in lieu of payment (in line with policy)</p> <p>Benefits (Some are applicable after probation period): 25 annual leave days (plus bank holidays), Private Medical Insurance, Death in service payment of 4x salary, Healthcare Cash Plan, Joint Contribution Pension Scheme, Salary Sacrifice Schemes, Season Ticket loans</p>		