

Head of Risk and Audit

 gateway
qualifications

learning your way

A message from our Chief Executive Officer

Welcome to Gateway Qualifications

Our vision is 'to be the awarding organisation of choice, supporting learners and apprentices through their gateway to success'.

We do this by creating the highest quality products and services that are accessible to all learners and apprentices and that meet the needs of all types of providers.

Our expert teams have been supporting providers and supporting learner success for more than 30 years. Over that time, we have constantly evolved to remain responsive to our customer requirements and the changing demands of the learning and skills sector.

Our own success is supported by our genuine desire to provide the best service possible, through sharing our expert knowledge and sector experience, and by building strong working relationships with centres and partners.

If you work hard to be the best in your field and thrive on working as part of a team, we would like to hear from you.

It is only through our people we can continue our success story. We look forward to meeting you.

Fabienne Bailey
CEO

About Gateway Qualifications

At Gateway Qualifications our focus is on creating the highest levels of in-demand qualifications which are accessible to everyone enabling all learners to thrive. To do that, we want people working with us who represent and reflect the diversity of everyone in the UK. As an equal opportunity employer, we therefore encourage applications from people of all backgrounds and are committed to employment practices that promote diversity and inclusion.

As an Awarding Organisation we offer a wide range of Regulated qualifications, Apprenticeships and Access to HE Diplomas and can develop new qualifications and quality assure in-house training.

By joining Gateway Qualifications, you'll become part of an award-winning team dedicated to making a meaningful difference in the lives of learners. Our commitment to excellence has been recognised across multiple categories at the Federation of Awarding Bodies (FAB) Awards, including accolades for our qualifications, learner support, innovation, and collaborative partnerships.

We're proud of the impact we make, and we're excited to welcome others who share our passion for quality, integrity, and learner success.

How To Apply

If you are interested in this role, apply through our careers page, by clicking on the 'Apply Now' button at the bottom of the page. **Please ensure you attach your CV and a Covering Letter explaining why you are suitable for the role.**

The closing date for applications will be midday on Tuesday, 26th May 2026. We reserve the right to close this vacancy early if we receive sufficient applications for the role. We may also consider applications as they arrive and may start interviewing prior to the closing date.

Shortlisted candidates for interview will be required to complete an online digital literacy skills assessment and/or a role-related task as part of the selection process.

Interviews will be held online to ensure accessibility and flexibility for all candidates.

- **First stage interviews are scheduled to take place during the week commencing Monday 1st June 2026.**
- **Second stage interviews are planned for the week commencing Monday 15th June 2026.**

Please note that you must have proof that you have the right to work and live in the UK.

Guided by our values of **Partnership, Integrity, Quality and Originality**, we are committed to creating an inclusive workplace where diverse perspectives are respected and valued. We welcome applications from people of all backgrounds, including those who bring different perspectives, identities, life experiences or ways of thinking. As part of our commitment to building a more balanced and representative organisation, we particularly encourage

applications from groups currently under-represented within our workforce, including men, people from ethnic minority backgrounds and younger people

JOB DESCRIPTION

Job Title	Head of Risk and Audit
Reports to	Director of Corporate Services
Division/Department	Corporate Services
Employment Status	Permanent
Working Hours	Full time, 35 hours per week.
Responsible For	Not currently applicable
Location	This is a fully remote, work-from-home role.
Salary Range	£53,500 to £60,000pa (depending on skills and experience)

Job Purpose

The Head of Risk & Audit is responsible for developing, embedding, and maintaining an effective organisation-wide risk management and internal audit framework. The role ensures that governance, internal controls, assurance, and the three lines of defence model are robust, transparent, and effective.

The postholder provides independent, high-quality assurance to the Board of Trustees and relevant Committees, ensuring that risks are well understood, controls are robust, organisational resilience is maintained, and Management Systems Standards are being adhered to. They work collaboratively with colleagues with compliance responsibilities to ensure that risk and audit insights strengthen established regulatory compliance and organisational performance.

Responsibilities and Accountabilities

Risk Management

- Develop, implement, and maintain the organisation's risk management framework, aligned with Board-approved risk appetite.
- Maintain, monitor, and report on the strategic risk register, ensuring risks and controls are regularly assessed and updated.
- Provide expert advice to the Senior Leadership Team on emerging risks, major initiatives, organisational change, and strategic decision-making.
- Promote a strong, organisation-wide risk culture, including training, coaching, and

- development of risk and issue owners and managers.
- Ensure the organisation's Risk Management Framework incorporates risks relating to management system standards, ensuring these standards are reflected in risk assessments and control evaluations.

Risk Governance

- Ensure the Three Lines of Defence (3LoD) model is clearly defined, documented, and effectively embedded across the organisation, with clear accountabilities and escalation processes.
- Provide assurance that management system standards are consistently applied, maintained, and supported by robust internal controls, offering independent assessment to senior leaders and Committees.

Issue, Incident and Business Continuity

- Own and maintain the Business Continuity Framework, including policies, plans, and supporting procedures.
- Lead regular scenario testing, desktop exercises, and full BCP drills to ensure preparedness and resilience.
- Oversee crisis management protocols, ensuring clear governance, escalation, and communication routes.
- Provide independent assurance of the effectiveness of issue and incident management.
- Ensure root cause analysis is carried out and corrective actions are effective

Supporting Compliance

- Independently assure the effectiveness of governance, risk management and internal controls that support regulatory compliance, without designing, owning or operating compliance processes.
- Identify areas of compliance vulnerability and make recommendations for strengthening controls.
- Support the CEO (RO) and Managers by ensuring that risk, audit, and control findings inform planning and responses.

Internal Audit Leadership

- Develop, deliver, and continually refine an annual risk-based internal audit plan, reflecting organisational priorities and emerging risks.
- Lead and manage internal audit activity, ensuring alignment with professional standards.
- Ensure internal audits are delivered objectively, independently, and to high-quality standards, including follow-up and tracking of recommendations.
- Prepare and present internal audit findings, assurance opinions, thematic insights, and trend analysis to the Senior Leadership Team.

Leadership and Training

- Lead, coach, and develop staff and risk champions across the organisation to build capability and maturity.
- Drive continuous improvement across risk, controls, incident, issue, internal audit, and assurance processes.

Line Management

- Overseeing and managing team members, as required, including providing guidance and support through effective communication, professional development, and performance evaluations.
- Managing task delegation fairly in line with company policies to foster a productive work environment, ensuring team alignment

General Statement

All staff are expected to create an environment of service excellence by engaging and thinking from the customers perspective and being highly motivated to deliver outstanding customer service.

All staff are expected to be aware of and comply with the policies, processes, and procedures of the organisation.

You may be asked to undertake any other duties commensurate with the nature and level of the post.

The duties and responsibilities outlined in this job description are liable to change to meet the needs of the business. The Chief Executive Officer will discuss and agree any significant changes that arise.

All managers must ensure that staff are treated consistently, equally, and fairly in the management of their performance. You will motivate, inspire outstanding performance, and deal appropriately with performance that needs to be improved.

PERSON SPECIFICATION

Experience, Knowledge & Skills

- Evidence of qualifications and continued professional development in risk and audit
- Significant experience leading audit, risk, or compliance functions in a regulated environment (e.g., awarding, education, financial services, public sector).
- Strong operational understanding of Ofqual's Conditions of Recognition and regulatory expectations for awarding organisations.
- Demonstrable experience designing and delivering internal audit programmes.
- Experience managing and maintaining corporate Risk Registers, including risk assessment and mitigation planning.
- Experience leading or contributing to business improvement, process redesign, or organisational change.
- Experience preparing reports for Boards, regulators, or senior governance structures.
- Successful leadership and management of teams, including coaching, development and performance management.
- A high level of digital literacy, including specific knowledge and experience of working with the Microsoft Office suite (Word, Excel, PowerPoint, Outlook, and Teams) and a range of other digital risk tools and apps.
- Excellent written and verbal communication skills with the ability to influence, challenge and advise at Senior Leadership and Board level.
- Excellent time management skills, with the ability to work to deadlines, while managing and prioritising your own workload to ensure efficient and effective outcomes.
- Excellent attention to detail and accuracy.

- Ability to interpret complex regulatory requirements and translate them into practical, operational policies.

Desirable

- Experience working within an Awarding Organisation or EPAO.
- Experience managing regulatory audits or inspections (e.g., Ofqual, ESFA).
- Experience with quality management systems (e.g., ISO 9001).

Personal Qualities

- Strong analytical, investigative and problem-solving skills.
- High level of integrity, impartiality and professional judgement.
- Strong organisational and planning skills with the ability to manage multiple priorities.
- Ability to lead complex investigations sensitively and effectively.
- Competent with data analysis, dashboards and risk-based decision-making.
- Ability to relate to and work in line with our Values.
- A commitment to providing excellent customer service, both externally to our clients and customers and internally to colleagues.
- An understanding of Equity, Diversity, and Inclusion (EDI), and actively fostering an inclusive environment.
- Ability to work independently and on own initiative.
- Self-motivated with a flexible approach to work and a willingness to undertake regular Continued Professional Development (CPD).

Our Company Values

We believe in involving our staff in all aspects of the business. We asked them to choose our values and behaviours so that it means something. We expect everyone to demonstrate these in their everyday work when representing Gateway Qualifications. All staff and Wider Workforce are expected to conduct their work in line with the organisation's values.



Partnership

Working together
Supporting teamwork across the organisation
Communicating, listening, supporting, and collaborating



Integrity

Behaving ethically, with openness and honesty
Trusting and respecting each other
Taking ownership of our performance



Originality

Embracing change
Thinking creatively and innovating
Encouraging positive risk taking



Quality

Striving to do things right every time.
Taking pride in what we do
Continuously improving

Working at Gateway Qualifications

We are both a business and a charity, united by a mission to support our centres and empower education across the UK.

Our leadership team and Board of Trustees is deeply committed to our educational and charitable goals, ensuring everything we do is driven by purpose and impact.

We take pride in our customer-focused approach, collaborating with schools, colleges, charities, and learning providers nationwide to deliver meaningful outcomes.

Our team is made up of 70+ core staff, supported by a wider network of consultants and associates (our wider workforce), bringing our total workforce to around 200 dedicated professionals.

Our Benefits

Salary: We all like to feel we are fairly rewarded for our hard work. At Gateway Qualifications equality and fairness are a core part of our HR strategy. We have an open and transparent pay scale model that rewards staff through a 6 point pay scale.

You will be able to progress through the scales based on achieving your objectives and contributing to a successful organisation. The scales are regularly benchmarked, and we believe we pay competitive salaries. We are happy to talk through any queries about the pay as we like to attract the best candidates.

Pension: We offer a fantastic pension scheme. You can pay into the University Superannuation Scheme which is a defined benefit scheme where your pension will be based on your career average salary. Feel free to ask more about this later in the recruitment process.

Annual Bonus: We like to share our success with our staff. If the business is thriving and we achieve our targets, then the Board has the discretion to award all employees with a lump sum bonus. The amount changes from year to year but it means everyone benefits in our team success.

Homeworker Allowance: All employees that work remotely receive a monthly Home Worker Allowance as a contribution towards the costs of utilities.

Working Hours: Our full-time working week is 35 hours. This is a great benefit, but we do sometimes ask for flexibility. This may mean working more hours when we need it and then taking a bit of time off another day with your manager's agreement. We don't do clock watching or filling out timesheets. We trust our staff to do the right thing.

Flexible Working: Our core office opening hours are 8.30am to 5.30pm and we have flexible start and finish times within these hours depending on your job role. We understand that things can change, or you may have the occasional appointment during work hours, and we are happy to accommodate this with your manager's approval.

Holidays: We offer a generous holiday entitlement of 30 days leave plus Bank Holidays. We also close between Christmas and New Year. If you work part-time this is pro-rata.

Supporting You: You'll have regular monthly one-to-one meetings with your manager and quarterly reviews where objectives will be set.

Continuing Professional Development (CPD): We encourage all staff to continue to learn and grow in their careers and we also encourage personal development. All staff are given individual LinkedIn Learning licences, which provides access to thousands of general and specialised learning opportunities.

Communication and Get Togethers: We know how important it is to keep everyone up to date with what's happening across the organisation and sector, while working

remotely. Therefore, we have weekly Thursday Training for all staff where key priorities and learnings are shared and monthly Newsletters for general news and updates.

Working from home can sometimes feel a little removed, so we also manage to squeeze in regular virtual team socials, and we also get together for staff days out. As well as learning new skills these days out of the office are great fun. Previous staff days have included treasure quests, getting creative with power tools, and feeding giraffes and elephants!

Technology & Equipment: We provide all our staff with the necessary technology and equipment for their job role. Staff are required to ensure their home working environment is suitable with an appropriate desk and chair, a reliable, high speed internet connection, and a quiet place to work.

Sick Pay: Although we hope you don't need to use it, it is reassuring to know that if you need to be off work due to a major illness then we are able to support you with a generous sick pay scheme.

Wellbeing Benefits: We have partnered with some amazing health providers, to ensure that our staff (on completion of probation) have access to 24/7 wellbeing benefits. These include an Employee Assistance Programme (EAP) and Health Cash Plan.

Accreditations

