

## Risk Manager

<b>Job Level</b>	Level 4	<b>Job Reference No:</b>	X
		<b>Role review date:</b>	April 2025
<b>Directorate</b>	Internal Services	<b>Function</b>	Risk & Business Continuity
<b>Service</b>	Professional Services	<b>Reports to:</b>	Head of Risk

## Scale and scope of role

<b>Direct reports</b>	None	<b>Indirect reports</b>	None
<b>Budget responsibility/ accountability</b>	None	<b>Accountable for other resources</b>	None

## Context

We help anyone, anywhere in the UK and around the world to get the support they need if crisis strikes: connecting human kindness with human crisis.

We enable vulnerable people in the UK and abroad to prepare for and withstand emergencies in their own communities. And when the crisis is over. We help them to recover and move on with their lives.

We are part of the Red Cross and Red Crescent global humanitarian network.

## Our Values and Principles

Our values (compassionate, courageous, inclusive and dynamic) underpin everything that we do. As a member of the Red Cross and Red Crescent Movement, the British Red Cross is committed to, and bound by, its **fundamental principles**: humanity, impartiality, neutrality, independence, voluntary service, unity and universality.

## Diversity

At the British Red Cross, we are looking for the right people to help us provide support to millions of people affected by crisis. We want our team to reflect the diversity of the communities we serve, offering equal opportunities to everyone regardless of age, disability, gender reassignment, marriage and civil partnerships, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

Diversity is something we celebrate, and we want you to be able to bring your authentic self to the British Red Cross. We want you to feel that you are in an inclusive environment, and a great position to help us spread the power of kindness.

## Purpose of the role

The Risk Manager is responsible for embedding a robust risk management framework and culture by advising and supporting risk owners with the identification, assessment, analysis, monitoring and reporting of risks in accordance with the risk management policy and procedure. The Risk Manager provides professional advice and training to support the appropriate management of the risks in an integrated and proportionate way considering approved risk appetite. The Risk Manager works with stakeholders at all levels and across all directorates.

The two Risk Manager positions support and provide cross-cover for each other, with one Risk Manager primarily supporting UK Operations directorate, and other Risk Manager primarily supporting corporate risk reporting and the other BRC directorates.

## Key responsibilities

### **Embed the risk management framework and culture**

- Support the Head of Risk in the delivery of the risk management framework.
- Contribute to the annual planning and continuous improvement of the design of the risk management approach, policies, procedures, processes, and tools.
- Design and deliver risk training to improve risk management awareness and capability and support the development of a healthy risk culture.
- Manage projects on behalf of the Head of Risk.
- Cultivating a healthy, proactive, and collective risk culture at all levels of the organisation to ensure risk management is dynamic, clearly communicated, and embedded in management and operational processes.
- Build strong relationships across the organisation to improve risk insight.

### **Provide professional advice and practical support to risk owners**

- As a critical friend, provide robust challenge to risk owners and help facilitate risk response and mitigation plans to assure adequacy and effectiveness.
- Support risk owners in ensuring risks are identified, assessed, and analysed consistently and in accordance with corporate risk criteria and proportionate to risk appetite.
- Support risk owners in establishing systems, policies, and procedures to manage risks and ensure compliance with applicable standards and regulations.
- Support increased organisational resilience in the development, implementation and delivery of emergency preparedness and response and business continuity related activities.
- Work closely with Professional Services colleagues to ensure the outcomes of audit, assurance, and investigations activity and the implementation of any improvement and learning actions are reflected appropriately in risk assessments and mitigation actions.

## Deliver quality insights and reporting

- Support risk owners to learn from risk events to improve systems, processes, and controls to prevent re-occurrence.
- Undertake risk deep-dives and investigations and provide insight on external events, new and emerging risks.
- Prepare inputs and provide support for governance and working groups that aid understanding of risk and drive risk mitigation action.
- Provide quality and timely risk reporting to the UK Leadership Team, ELT, the Board of Trustees, and their respective committees.

## Team Member

- Actively participates in all team meetings.
- Supports other team members.
- Works and behaves in accordance with all BRC policies, procedures and in line with our Values in Action.
- Upholds the fundamental principles of the Red Cross and acts with integrity, in accordance with the Society's values (inclusive, compassionate, courageous and dynamics).

The duties and responsibilities described are not a comprehensive list and additional tasks may be assigned from time to time that are in line with the level of the role.

## Pre-engagement checks

### Criminal Records

Type of criminal record checks required for this role

England and Wales – Disclosure and Barring Service (DBS)
• None
Scotland
• None
Northern Ireland
• None

Drivers Check - Required – No

## Person Specification

Requirements		Evidence obtained through Shortlisting (S), Interview (I), Assessment (A)		
Knowledge and Skills		S	I	A
<b>Essential</b>				
• In depth and up to date knowledge of risk management approaches and best practice	S	I		
• Expert knowledge in risk management techniques (including techniques for identification, analyses prioritisation, management)	S	I		
• Knowledge of risk assurance frameworks and their application to reduce risks	S	I		
• Ability to generate insight from a range of sources to enable proactive management of risks (including manipulation and effective reporting)		I		A
• Exceptional attention to detail		I		A
• Excellent communication skills – written and spoken, to explain complex problems to stakeholders at every level – including the drafting of concise reports for senior managers and committees	S	I		
• Ability to manage and influence stakeholders effectively to generate shared understanding and collective ownership of risks		I		
• Competence with Microsoft applications Word, Excel, PowerPoint, and Teams.	S	I		
<b>Desirable</b>				
• Knowledge of effective approaches to risk management in the third sector	S			
• Competence with dynamic analytical tools such as PowerBI.	S	I		
<b>Experience</b>	S	I		A
<b>Essential</b>				
• Knowledge and experience of risk management approaches, tools, techniques and best practice	S			
• Evidence of having effectively managed and reduced risk across multiple fronts in a complex multi-disciplinary environment	S	I		
• Evidence of having improved risk maturity in a complex organisation	S	I		
• Influencing at all levels, including director level	S			
• Designing and delivering risk training	S	I		
<b>Desirable</b>				
<b>Additional requirements</b>				
<b>Essential</b>				
• Ensures inclusive practice, challenges discrimination and promotes diversity in line with our <b>Equality, Diversity and Inclusion (EDI) policy</b> .		I		
• Ability and willingness to travel independently including occasional overnight stays.		I		

Desirable			
• Membership of a professional body such as the Institute of Risk Management or similar.	<b>S</b>		
Values in Action			
<p><b>Dynamic</b> - We move forward as one team.</p> <ul style="list-style-type: none"> <li>- Every day, we're adapting, innovating and learning.</li> <li>- When the unexpected happens, we are calm, quick and efficient.</li> <li>- We respond smartly, using clear processes and systems.</li> </ul> <p><b>Compassionate</b> - We stand for kindness.</p> <ul style="list-style-type: none"> <li>- People come first, no matter who or where they are.</li> <li>- We have genuine, open-minded conversations.</li> <li>- Together, we're a united force for good.</li> </ul> <p><b>Inclusive</b> - We are open to all.</p> <ul style="list-style-type: none"> <li>- We treat each other with dignity and respect.</li> <li>- Every person's uniqueness is valued, supported and celebrated.</li> <li>- Our individual backgrounds and experiences make our organisation stronger.</li> </ul> <p><b>Courageous</b> - We are bold.</p> <ul style="list-style-type: none"> <li>- We show our strength by doing the right thing.</li> <li>- We aren't scared to test our creative ideas.</li> <li>- As humanitarians, we go the extra mile to help people in crisis</li> </ul>			

We guarantee an interview to disabled candidates (as defined in the 2010 Equality Act), who meet the minimum shortlisting criteria in the advertised person specification and apply under the disability confident scheme.