



Role Profile

Job Title

Recruitment & Compliance Advisor

Salary range	Point 40
Contract	Permanent, 52 weeks
Main location	Portland College
Hours and basis	37.5 hours per week
Reports to	Head of People
Date of issue	August 2026

Why Portland Charity needs this role

The Portland Charity Group includes Portland College, Pollyteach and Jump Start. Portland College provides education, care and work opportunities to people with learning disabilities based on a campus close to Mansfield with a number of campus sites in Nottinghamshire with approximately 600 staff. Pollyteach is an independent school and Alternative Provision based in Nottinghamshire. Jump Start is an Alternative Provision based in Nottinghamshire.

This role leads recruitment across the Portland Charity Group, ensuring that the group attracts and recruits talented, high calibre staff and complies with Safer Recruitment statutory guidance. Develop and promote the Portland Charity Group as an 'Employer of Choice'. The role also manages HR compliance across the Portland Charity Group.

What you will be doing

- Lead on ensuring all recruitment activity is compliant with Keeping Children Safe in Education (KCSE) statutory guidance, UK employment law, CQC and Ofsted.
- Manage the onboarding and induction of successful candidates.
- Support and advise hiring managers on best practice and compliant recruitment processes and manage development of supporting resources on the People Hub.
- Manage visa sponsorship end-to-end process, audits and compliance checks.
- Manage and develop the online recruitment platform, improving efficiency, compliance and user experience through technology.
- Lead all aspects of HR compliance checking and governance, audit risk, UKVI (Right to Work and Sponsorship) and DBS checking in accordance with internal policy and procedure, external standards and UK law.
- Oversee the maintenance of the Single Central Record (SCR) across the Portland Charity Group, ensuring accurate records and compliance with Keeping Children Safe in Education statutory guidance.
- Carry out regular audits of People records, SCR and documentation to ensure continued compliance, identifying and implementing practical improvements.
- Lead on the HR relevant section during external audits.
- Participate in People Projects and initiatives as appropriate.
- Work closely with the People team to lead on identifying and implementing improvements to People processes, driving a culture of continuous improvement.
- Provide data and reports to the Head of People and other stakeholders.
- Develop and deliver training on recruitment & compliance to internal stakeholders.
- Promote a self-service first approach for internal stakeholders through the People Hub.



Role Profile

Job Title

Recruitment & Compliance Advisor

Key results we want to see from this role

- All recruitment and onboarding activity is carried out in accordance with Keeping Children Safe in Education, UK employment law, UKVI, CQC & Ofsted.
- High standards of compliance are maintained in all areas in accordance with external standards, UK employment law and best practice.
- Positive working relationships with internal and external stakeholders.
- Continuous improvement of processes to reduce risk of error, utilising technology where possible.

Dimensions of the role

- Working as part of the People Team of circa 11 people.
- Line management of 2 and provides instruction and guidance to People Services Assistants. This role has no accountability for budgets.
- Provide effective advice, training and instruction to stakeholders.
- Contribute towards achieving People KPI's

Key work relationships

- Internal – Staff, Managers, Payroll, Finance, IT, Senior Management Team.
- External stakeholders – Applicants, external contacts such as Disclosure and Barring Service, recruitment agencies, advertising platforms, Job Centre.

Working Environment

- Inside – Shared office with 2 colleagues
- Potential to work from home one day a week in agreement with line manager following successful probation period.
- Some flexibility required to attend occasional out of standard hours events such as meetings/recruitment events.

Other information

Portland College is committed to safeguarding and promoting the welfare of its learners, customers, volunteers and staff. We expect all our staff to be aware of their responsibilities to protect learners, citizens, customers, volunteers and staff from abuse or harm, to promote British Values and to prevent the radicalisation of learners, citizens, customers, volunteers and staff.

Successful applicants will be required to undertake a Disclosure and Barring Service (DBS) check relevant to the role and overseas check where applicable. Provide proof of their right to work in the UK and comply with health screening to assess their mental and physical fitness to carry out their duties.

Other Duties & Responsibilities

Such other duties as the management may from time to time reasonably require. The above role profile does not form part of your terms and conditions, is not all encompassing and is subject to regular review.

I have read and accept the duties and responsibilities outlined in this role profile.

Signature of post holder

Date