

Job Advert: Risk, Compliance, and Governance Manager (Volunteer)

Heroes Help – Finance & Resources Directorate

Location: Remote/Hybrid (Nigeria-wide)

Reports to: Director of Finance & Resources

Type: Volunteer Position

Job Profile

The Risk, Compliance, and Governance Manager plays a key role in safeguarding Heroes Help's integrity, accountability, and compliance with legal and regulatory frameworks. This role is responsible for maintaining robust risk management practices, ensuring compliance with governance standards, and coordinating policy assurance and internal audit. The postholder will advise the Executive Team and Board on governance and risk matters and help embed a culture of ethical practice and continuous improvement.

Key Accountabilities / Responsibilities

- - Maintain and update the organisational risk management framework and risk registers.
- - Ensure compliance with relevant laws and regulations (e.g. charity law, data protection, safeguarding).
- - Support internal audit activities and risk reviews across functions.
- - Oversee policy compliance and policy register maintenance across directorates.
- - Coordinate and prepare reporting for the Board of Trustees, governance committees, and auditors.
- - Provide advice to management on risk mitigation, compliance, and good governance.
- - Facilitate staff and volunteer training on compliance, ethics, and organisational policies.
- - Monitor developments in charity governance and regulatory requirements and advise accordingly.

Competencies Required

- Essential:
 - - High level of integrity, ethical judgment, and attention to detail.
 - - Strong understanding of governance, regulatory compliance, and risk management.
 - - Excellent communication and report-writing skills.
 - - Ability to interpret policies, regulations, and frameworks and apply them in context.
- Desirable:
 - - Experience working with Boards or governance committees.
 - - Knowledge of the charity or nonprofit sector regulatory environment.
 - - Familiarity with safeguarding, GDPR, or anti-fraud policies and audits.

Qualifications, Knowledge, Skills and Experience

Category	Essential	Desirable
Qualifications	Degree or diploma in Risk Management, Law, Business Administration, or related field	Certification in governance, compliance, or internal audit (e.g. IRM, IIA, ISO)
Knowledge	Risk registers, internal control frameworks, governance reporting	Charity law, safeguarding legislation, GDPR
Skills	Risk identification, policy assurance, compliance monitoring	Training delivery, change management, ethics advisory
Experience	Minimum 3 years in governance, risk, or compliance roles	Experience supporting Boards or working with governance software/tools

Benefits of Volunteering with Heroes Help

- - Contribute your expertise to strengthen organisational accountability and resilience.
- - Work closely with leadership to drive good governance practices.
- - Gain exposure to the inner workings of a mission-driven charity.
- - Flexible role with opportunities to shape organisational policy and risk culture.
- - Certificate of Service and reference available upon request.

To apply, please send your CV and cover letter to: enquiry.heroeshelp@gmail.com

Subject: Risk, Compliance, and Governance Manager – Volunteer Application