

POLICY AND REGULATIONS MANAGER

Introduction

ENTRUST is appointed under statute to carry out the role of Regulator of the Landfill Communities Fund (LCF), by the Commissioners of Her Majesty's Revenue & Customs (HMRC).

ENTRUST is the regulator of the Fund, it does not allocate, or have influence over the distribution of landfill tax monies. Landfill Operators (LOs) are required to pay tax on each tonne of waste disposed of in a landfill site. The LO can pay part of their landfill tax liability to an EB who are then obligated to spend the monies on one or more of the 'approved objects' contained in the Landfill Tax Regulations 1996 (Regulations).

Role

ENTRUST is looking to recruit a Policy and Regulations Manager (PRM). As ENTRUST's PRM you will have a pivotal role in supporting and working collaboratively with the Management Team (MT) in delivering our key aims and objectives.

The PRM will be required to manage a Team of three covering both Regulations and Registrations to:

- Support the delivery of the Company's corporate objectives are effectively and professionally delivered;
- Enhance the regulation of the LCF, by undertaking policy reviews of the Regulations;
- Ensure ENTRUST's guidance documents, advice and forms remain current;
- Ensure that effective registration and enrolment process are in place for organisations wishing to become Environmental Bodies (EBs) and undertake and receive funding for projects from the LCF
- Provide appropriate induction and training opportunities for EBs, which coach them to compliance and deliver our external training strategy;
- Support the ongoing development of the Company's online application ENTRUST online (EOL); and
- We comply with the requirements of the Terms of Approval (TOA) with HMRC.

This role presents an opportunity for an ambitious, experienced individual with policy experience who is able to understand and interpret Government legislation. Furthermore, you will have excellent communication skills, which enables you to work in partnership with our partner organisations, Stakeholders and the general public. (See PRM role specification)

What ENTRUST can offer the successful candidate:

- Competitive starting salary of circa £35k, depending upon experience, but more may be available to an exceptional candidate;

- Hybrid working arrangements at our central Leamington Spa office;
- Generous Annual Leave entitlement;
- Mental fitness and Wellbeing support;
- On site car parking; and
- Continued professional development and training opportunities.

Application Process

If you are looking for a new challenge, have a passion for community and environmental projects and believe this role is for you, individuals should submit their current CV, together with a covering letter, that sets out your reason for applying for the role and how you meet the requirements set out in the key results area of the role description, which you can view on our website www.entrust.org.uk/about-us/current-vacancies.

It is essential you provide us with evidence of how your past experience shows you meet the appointment criteria listed within the person specification.

Please ensure that you have included mobile, work and home telephone numbers, in addition to any dates when you will not be available or might have difficulty with the recruitment timetable set out below.

Should you wish to discuss the role with the CEO, please contact Helen Maccallum, Chief Executive's Personal Assistant on (01926) 488317.

The closing date for all applications is **31 March 2022**

All applications should be addressed to Helen Maccallum, Chief Executive's Personal Assistant and either e-mailed to **EntrustHR@entrust.org.uk**, or mailed to **ENTRUST, 60 Holly Walk, Leamington Spa, CV32 4JE**.

Please include Policy and Regulations Manager in the subject line of any emailed applications.