Job Description

Job Title	Inspection Specialist
Function	Enabling Services
Department/Team	Quality and Governance
Reports to	Inspection Lead
Direct Reports	N/A
Dimensions (budget, people span of control)	N/A
DBS Check Level Required	Basic
Grade/Job Evaluation Level	Guide - Service Manager/ Function Manager
Salary Banding	Manager/ Specialist A
Created/Reviewed date	September 2026

You will be working for
(Description of Waythrough and specifics of Service/Function/Office)

As a dynamic and purpose-driven organisation, we recognise that our people are at the heart of everything we do. The Inspection Specialist will play a pivotal role in creating an environment where our employees and volunteers feel valued, supported, and empowered to deliver lasting change.

Our charity is committed to creating meaningful impact in the lives of those we serve. As a values-driven organisation, we understand that our people are central to achieving our mission.

Within enabling services, the Quality and Governance department are responsible for supporting operational delivery through robust audit and inspection. The team drive quality and assurance by providing insights

on key metrics and a clear audit methodology

Purpose of the Role

The Inspection Specialist will support operational assurance across the business. Working closely with the Inspection Lead, this role will support best practices and reporting on assurance outcomes. The team will work with subject matter experts to ensure that all elements of the business are being monitored and maintained. The role will ensure that operational colleagues understand and have assurance of the services they are overseeing. They will have oversight of the assurance framework, providing learning and through the governance structure.

Key Accountabilities

(List of accountabilities specific to this role)

Planning / Service Delivery

- Support operational delivery by providing inspection and assurance oversight at the service level, with specific focus on set standards and processes through an agreed audit plan.
- Continually working towards and maintaining service excellence through sharing audit results with colleagues.
- Working in a peripatetic approach, support the organisation by focusing on services based on audit results. Highlighting best practices across the services in line with agreed policy and approach.
- Produce and present audit reports to services, triangulating with other data sets and outcomes on service compliance with audit measures.

Performance

- Support the foundation of audit assurance excellence by working closely with the Audit Lead to embed the assurance framework.
- Feed into the assurance action plan for the business, ensuring appropriate actions are in place.

Development and Engagement

- Support a quality driven culture that enables decision making across all levels of the business based on thorough understanding of auditable standards and service delivery. Fostering a culture of accountability, collaboration, and continuous improvement.

General Accountabilities (List of accountabilities applicable to all roles)
• Model our organisational values that sets the tone for people across the organisation. • Contribute to developing our culture of excellence and care which is collaborative and actively demonstrates our commitment to the people we support, and our core purpose. • Seek opportunities to develop, learn and continuously improve so that we can develop high-quality services. • Work in accordance with all relevant legislation, policies, procedures and guidelines including safeguarding. • Keep abreast of latest developments and good practice in own professional areas. • Promote and adhere to the organisation's equality, diversity and inclusion approach. • This job description is non exhaustive, and we reserve the right to amend and review as appropriate

Additional Information
You may be required to travel as part of your role outside of your normal place of work, which may include overnight stays.

Values

Our Values
• **Kindness** - Be generous, caring and compassionate • **Courage** - Be bold, trust, commit • **Respect** - Everyone deserves dignity

Person Specification

Qualifications	Essential or Desirable
Relevant qualification e.g. degree or equivalent experience	**Essential**
Professional certifications in relevant technologies or methodologies (e.g. Microsoft Power BI, excel etc.)	**Essential**
Proven ability to monitor assurance within a large charity	**Essential**
Member of an appropriate professional body to demonstrate relevant professional expertise	**Desirable**

Skills	Essential or Desirable
Ability to present complex information effectively to diverse audiences to influence and develop strategic conversations	**Essential**
Excellent written, verbal communication and presentation skills	**Essential**
Highly developed organisational and prioritisation skills	**Essential**
Resilient and adaptable, thriving in an evolving environment	**Essential**
Proficient in Microsoft Programmes	**Essential**
Analytical mindset with a focus on problem solving (solution-focused) and process improvement	**Desirable**

Experience	Essential or Desirable
Knowledge of assurance best practices, including an in depth understanding of monitoring assurance measures	**Essential**

Experience of introducing, developing, and working with an assurance framework, including the introduction, and embedding of new meeting structures to support this	**Desirable**
Experience delivering assurance changes, user training, and support across diverse teams	**Essential**
Experience of working with stakeholders to understand requirements and setting expectations based on need	**Desirable**
Experience of the sectors in which Waythrough operates	**Desirable**