



Compliance Manager

Crediton Dairy Ltd – Devon EX17 2AH

Salary – £48,000 – £50,000 per annum

Job description

Overview

We are seeking a highly skilled and detail-oriented Compliance Manager to oversee our compliance programme and ensure adherence to food safety, quality, legal, and customer standards. The Compliance Manager is responsible for maintaining robust systems in supplier assurance, specification and artwork compliance, internal audits, document control, HACCP/VACCP/TACCP and QMS governance.

This role ensures that all product, process, and packaging elements meet legal and customer expectations while enabling safe, timely, and compliant product launches.

Responsibilities

- Own and maintain the Quality Management System (QMS), ensuring it is updated, accessible, and audit-ready. Lead the HACCP, VACCP, and TACCP programs, including plan development, team engagement, and horizon scanning.
- Ensure site compliance with BRCGS, UK/EU food legislation, and customer codes of practice.
- Monitor emerging risks and adapt systems to reflect regulatory and best-practice changes.
- Oversee non-conformance investigations: root cause analysis, corrective & preventive action.
- Lead supplier approval for ingredients, packaging, traded goods, and co-packers with full documentation (SAQs, CoAs, specs, allergen & nutritional data).
- Manage completion of customer questionnaires and traceability documentation.
- Create and maintain internal & customer-facing specifications, ensuring packaging copy, claims, nutritional info and barcodes meet requirements.

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- Support technical risk reviews for NPD and label changes; sign off packaging artwork as part of critical path.
- Deliver training and coaching on internal audits, food safety, and compliance culture.
- Act as the primary point of technical compliance contact for customer audits, meetings, and site visits.
- Coordinate launch activities with NPD, Commercial & Ops to deliver compliant and timely product releases.
- Promote health and safety awareness and report hazards in line with company policy and the Health & Safety at Work Act.

Requirements

- Proven experience in compliance management, preferably within the manufacturing and dairy sector.
- Strong ICT skills to include Microsoft Office packages particularly Excel / Word / PowerPoint
- Level 3 HACCP (minimum), Level 3 Food Hygiene
- Strong working knowledge of BRCGS, UK/EU food law, customer standard
- Experience managing supplier assurance, audits, and specification system
- Proficient in technical databases, SAP, and spec portals
- Experience in chilled food, dairy, or high-care FMCG (preferred)
- Proven track record in audit hosting and compliance systems management

Competences

- Ability to work within time constraints
- Flexible approach to work and hours
- High attention to detail and data accuracy
- Strong planning, coordination, and communication skills
- “Can-do” attitude and calm under pressure
- Stakeholder management across internal and external team

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About us

Crediton Dairy is one of the UK's leading dairy drinks businesses producing an extensive range of branded and own label fresh flavoured and functional chilled milk drinks, iced coffee and long life milks and creams. We supply nearly all of the UK's major supermarkets as well as leading foodservice, convenience and wholesale businesses.

Benefits:

- Canteen
- Company pension
- Cycle to work scheme
- Discounted or free food
- Employee discount
- Free flu jabs
- Free parking
- Health & wellbeing programme
- Life insurance
- On-site parking
- Referral programme

To apply for this vacancy, please send a CV and cover letter to hr@creditondairy.co.uk

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