



DATA PROTECTION & COMPLIANCE OFFICER

Department: Executive Admin
Reports to: Executive Director
Place of Work: Elim International Centre
Working hours: 22.5 HPW
Salary band: £29,218 (Pro Rata)
GOR: No
Status: **Recruitment**

INTRODUCTION

The Elim Pentecostal Church is a growing Movement of more than 550 Christian congregations in the UK and Ireland. Elim's fundamental and distinctive characteristics consist of priorities and commitments that we consider God-given, non-negotiables of spiritual heritage and destiny that will shape and define our future.

THE ROLE

The Data Protection & Compliance Officer (hereby referred to as DPO) for Elim Foursquare Gospel Alliance (EFGA), will work with staff and churches to systematically assess the activities undertaken by EFGA from a Data protection perspective. They will provide recommendations for changes and an indication of the level of risk and urgency for the implementation of the recommended changes. The DPO will ensure that their advice results in activities being effectively undertaken in a way that safeguards data well.

The DPO will report into the Executive Director and work with both staff and Churches on a day to day basis. They will provide expert advice and develop a road map for the implementation of changes with milestones and regular reviews. The DPO will provide training for staff on GDPR and other data protection issues, and will be available to answer staff queries, and provide insight and advice on how to achieve the objectives of the charity whilst upholding good practice with regards to data protection.

Key Duties and Responsibilities

1. Data Protection Advice: Provide expert guidance and consultation to EFGA on data protection laws, regulations and best practices, seeking to handle sensitive information responsibly. Responding and overseeing Data Protection queries from Malvern team members and Churches in the EFGA movement.
2. Policy Framework Development: Create comprehensive data protection policies, procedures, and guidelines tailored to the specific needs and activities for both the Malvern teams and the wider movement.
3. Compliance: Ensure EFGA comply with relevant data protection laws, such as the UK General Data Protection Regulation and the Data Protection Act 2018. Keep abreast of changing data protection laws and regulations and ensure that EFGA and Churches remain in compliance with any new requirements and complete any mandatory training.
4. Training and Awareness: Conduct and develop a variety of data protection training sessions for staff, churches and volunteers, to engage and promote a culture of data privacy awareness.
5. Data Subject Rights: Facilitate data subjects' rights requests, such as access, rectification, erasure, and objection, in accordance with applicable laws.
6. Data Governance: Develop and enforce data governance policies and procedures to ensure appropriate data handling, storage, and disposal practices.
7. Data Management: To implement a data protection management system/operating model and to oversee data management on the Malvern campus and for the wider movement.
8. Data Sharing: Advising on and implementing processes and safeguards for data sharing and international transfers

9. Record of Activities and Processing: Draft inventories of data processing activities and map the flow of data within EFGA to identify potential privacy risks.
10. Reporting and Documentation: Prepare and present regular reports to senior management and Trustees on data protection initiatives, such as Data Protection Audits, compliance status, and potential risks.
11. Data Protection Impact Assessments (DPIAs): Draft and review DPIAs for high-risk data processing activities and provide recommendations to minimize privacy risks.
12. Principled Considerations: Address ethical implications related to data collection, storage and use, especially when dealing with sensitive data or vulnerable populations.
13. Stakeholder Collaboration: Collaborate with relevant stakeholders, such as legal teams, IT departments, authorities and external consultants, to ensure a coordinated approach to data protection for EFGA. Carry out DPO registration with the Information Commissioner's office.
14. Data Breach Management: Provide expert guidance and support to EFGA in the event of a data breach, including coordination with relevant authorities and stakeholders for a timely and effective response, including containment, mitigation, notification, and recovery strategies.

REQUIREMENTS

Essential Experience and Knowledge

- Previous experience as a DPO, ideally within the Charity Sector
- Knowledge in Data Protection legislation (e.g. UK GDPR, PECR, DPA 2018) and its practical application to the work of charitable organisations.
- Consultation: Excellent interpersonal skills, with the ability to effectively consult with and advise senior management and staff, from both Malvern teams and our Churches
- Delivery: Proven initiative and experience in consistently delivering high-quality work within specified deadlines.
- Communication: Excellent communication skills. Must be able to articulate complex concepts in a clear and accessible manner both verbally and in writing.
- Policy Development: Proven experience in developing and implementing policies, procedures, and guidelines.
- Document drafting and review: Proficiency in conducting comprehensive document reviews and in developing templates and resources for colleagues and clients.
- Analytical and Problem-Solving Skills: Strong analytical thinking and problem-solving capabilities to assess risks and propose solutions.
- IT skills: High level of proficiency in Microsoft Office and excellent adaptability to different software tools and data protection and data mapping systems

Essential Person Specification

- Excellent organisational and time management skills, with a keen eye for detail and handling multiple tasks.
- Strong communication and interpersonal skills.
- Ability to work independently and take ownership of tasks and projects.
- Reflective and inquisitive, enjoying challenges and participating in projects.
- Proactive work delivery and a strong commitment to professional growth and development.

- Showcasing a pragmatic approach, adept at providing concise advice and ability to demonstrate a resilience in providing solutions to challenges.
- Motivated to driving work based activities and projects to successful completion.
- To operate with a high level of autonomy, professionalism, passion and dedication to deliver timely standards with a high level of attention to detail and accuracy
- Right to work in the UK.

Other requirements

- Ability to travel where delegated and appropriate – clean UK driving licence
- Opportunity for hybrid working – remote and in the office
- The successful applicant will be required to undertake a DBS check due to the sensitive nature of this job

FURTHER DETAILS

Successful candidates who will be invited for an interview will receive more information on who we are as a movement and what we do. If you would like to receive this information prior to this, please contact the HR department at alison.dunsmore@elim.org.uk to request a copy of the information.

Alternatively, the information is also online on the following websites.

- Elim Movement: <https://elim.org.uk>

CONTACT

For an informal discussion about the role and your suitability for this post, please contact:

Alison Dunsmore – HR Manager

Email: Alison.dunsmore@elim.org.uk

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