coram | better chances for children since 1739

Job Description

Job Title	Data Protection Manager
Service	Coram Group, Central Services, HR & Compliance Team
Salary	£32,000 per annum (£40,000 FTE)
Reporting to	Senior Compliance Manager
Accountable to:	Director of People & Compliance (DPO)
Location	Coram Campus, Bloomsbury, primarily office based, with some working from home as agreed
Hours	Part-time (4 days per week)

Context

The Coram Group consists of 14+ specialist children's organisations and is led by the parent company 'Coram'.

Coram - the first children's charity, helping more than 1 million children, young people and families every year. We support children and young people from infancy to independence, creating positive change that lasts a lifetime.

Established by Royal Charter in 1739 as The Foundling Hospital, Coram has built a position of insight, influence and reach, by working closely with other organisations and other sectors; universities and government; professionals and families. We have ambitious plans for our future, to be the UK's leading recognised authority on matters relating to children and young people, dedicated to getting young voices heard and improving life chances as the Institute for Children.

The Coram Group works across and delivers a wide range of different projects/services, all of which have different data protection challenges.

Purpose of the role

This role sits within the Compliance Team which provides support and advice across the Coram Group. This team is responsible for management of a number of disciplines, including health and safety, business continuity and environment/net zero initiatives.

The primary focus of this role is to provide advice and guidance to staff and teams across the Coram Group on data protection matters.

These include; data breaches, Data Protection Impact Assessments, Subject Access Requests, data sharing agreements, data protection concerns relating to the usage of AI tools and software, privacy notices, and marketing communications. A critical focus of this role is bridging the gap between regulatory data protection compliance and technical infrastructure aspects with the IT team.

Main duties & responsibilities

- Keep up to date with the latest UK legislation and guidance from the ICO and work with the other members of the Compliance Team to ensure that the Coram Group's policies, procedures and guidance documents are updated and reflect best practice including developments in AI and digital services.
- To act as the primary liaison with the IT/Information Security team to ensure that data protection, advice, policies and privacy-by-design principles are technically accurate and aligned across both disciplines.
- To ensure full compliance with the principles of GDPR – with a particular focus on child level data.
- To contribute to the drafting of relevant data protection policies, procedures and guidance documents to ensure advice is current and accurate in this rapidly moving area.
- Respond to data protection queries from the workforce directed to the Group internal mailbox providing expert advice, guidance, and research, demonstrating compliance with UK legislation and internal data governance policies.
- Proactively identify gaps, risks, and opportunities within data protection, information governance, and privacy processes, and lead improvement initiatives that strengthen compliance, mitigate risk, and deliver organisational value.
- Work to establish key relationships with different areas of the Coram Group, to understand their services, business needs and related data protection considerations ensuring their compliance with data governance and safeguarding of personal and sensitive client data.
- Work with the Director of People & Compliance and the Compliance Team to plan, participate in and present at the bi-monthly virtual Data Protection Forum and other meetings/forums as required.
- Contribute to the maintenance of the staff intranet Data Protection area (on SharePoint), writing news articles and communications relating to data protection updates, policy requirements and workforce education.
- Support the Compliance Team with Coram Group funding applications with input into questions relating to data protection and information security.
- Support the various Coram Group organisations with their regular data inventory audits.
- Contribute to the annual Compliance End of Year Report.
- Ensure that the Coram Group Risk Register is reviewed and updated annually.
- Other general administration duties required to carry out the role.

Person Specification for Data Protection Manager

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For this position, we are looking for a self-motivated individual who can work well as part of a team, and also effectively plan, deliver and close solo projects.

As the data protection arena is fast paced and constantly changing, we are looking for an individual who has strong research skills and is able to effectively manage their continuous professional development with support from their line manager.

Experience and skills

- Strong understanding of UK data protection legislation and information governance principles
- Ability to understand information technologies, systems, software and remote access technologies, and the interaction with data protection requirements
- Proven experience of working in a fast-paced data protection environment providing practical, risk-based advice to a workforce
- Previous experience and a demonstrated knowledge and understanding of working with children's data and special category data and the associated data protection principles and safeguards is desirable
- Demonstrable knowledge of data protection and information governance requirements within legal and social work environments is desired
- An understanding of artificial intelligence (AI) technologies and their use within the workplace, including the ability to identify and advise on associated data protection, privacy, governance, and compliance risk
- Strong understanding of and the ability to effectively use Microsoft 365 applications, including Word, Excel, PowerPoint, Outlook and Teams, to a high professional standard Ability to

research topics and communicate findings with senior management, peers and the Coram Group workforce

- Ability to think strategically, anticipate future developments in data protection and compliance and contribute to the development and delivery of the Compliance Team's objectives, plans and strategies.
- Proven track record of improving and embedding data protection practices Excellent strategic-thinking, problem-solving and decision-making skills
- Strong communication and interpersonal skills, with the ability to collaborate effectively with senior leadership, the IT Team and cross-functional teams
- Ability to self-manage within sometimes conflicting priorities and to deliver to time and budget.