

A red squirrel is perched on a weathered tree stump, facing right. Its bushy tail is raised and slightly curved. The background is a soft-focus field of purple heather under a bright, hazy sky.

ROLE PROFILE
Data Protection
Coordinator

GROW WITH US



WOODLAND
TRUST

OUR VISION

We're creating a world where woods and trees thrive for people and nature.



RESTORE

We restore the ecological condition of existing native woods and trees, to increase resilience and create conditions for nature and people to thrive.



PROTECT

We protect ancient, veteran and valuable woods and trees, to stop the loss of irreplaceable habitat and carbon stores, preserving the UK's natural heritage.



CREATE

We create quality native woods and get native trees growing to benefit nature, climate and people into the future.



WOODLAND
TRUST

OUR ORGANISATIONAL NATURE

Our Organisational Nature is at the heart of how we work together. It helps us understand what it means to be part of the Woodland Trust and empowers us to make an impact every day. Our people embody these ways of working, inspiring and enabling each of us to play a part in achieving our vision.

A greener, healthier future for our planet starts right here with you.



Grow Together

We are a team that grows together; made up of unique roles and expertise. We communicate effectively, forging partnerships inside and out, building understanding and trust, valuing differences and recognising each other.



Explore

We know exploration is important, it's how we come up with the best ideas. We won't always get it right but learn and share as we go. We are bold about who we are and encourage healthy challenge.



Focus

We create clarity and stay focused, ready to adapt when we need to. We are empowered to take the time to reflect so that we can develop and work smarter.



Make it Count

We need to create a lasting positive impact. We keep the big picture in mind, harnessing passion and inspiring others to connect with us as we aim to make a genuine difference.

JOB DESCRIPTION

Job Title: Data Protection Coordinator

Job Code: WT0413

Salary: £3088.50 per annum

Contract: Full-Time, Permanent

Reports to: Data Protection Specialist

Department: Finance, Risk & Assurance

Location: Hybrid

Our Working from Home (Hybrid working) policy is flexible and the frequency of time spent working between your contracted office and your home will vary across teams and job roles.

WHAT YOU'LL DO

Main purpose of the job

The Data Privacy Coordinator will support the Data Privacy Specialist to facilitate the Woodland Trusts compliance programmes and obligations under UK GDPR compliance. This also includes but not limited to the UK GDPR, PECR, Fundraising Regulation and Cyber Security.

Key Responsibilities:

- Assist with the coordination of data privacy audits to promote organisational adherence to data privacy controls.
- Support the Data Protection Specialist to delivery the Data Protection Action Plan – working with relevant colleagues across the Trust.
- Manage the shared email addresses for data privacy, responding to internal and external requests for information including but not limited to enquiries in a timely manner and in line with data privacy KPI's.
- Support with identifying opportunities for continuous improvement of data protection.
- Maintaining and monitor business systems for compliance, for example data security incident procedures to ensure timely reporting of data breach incidents or notifications.

WHAT YOU'LL DO

- Support with drafting and updating relevant policies and procedures for approval.
- Support employees to complete DPIA/Q's/LIA's providing information, advice and guidance.
- Support with the completion and timely delivery of individual rights requests to promote the Trusts adherence to UK GDPR timelines for delivery.
- Support with timely responses to any breaches, following appropriate processes and liaising with internal and external contacts as necessary.
- Raising employee awareness of the UK GDPR and data protection principles, promoting a greater understanding and culture for data privacy and data protection such as identifying, creating and communicating training needs.
- Support the Data Privacy Specialist with the creation and delivery of Data Protection KPI reporting, highlighting to Executive Leadership Team data privacy governance.
- Cover data privacy tasks in the absence of the Data Privacy Specialist to ensure consistent support to the Trust.
- Any other tasks that may be required within the remit of responsibilities for the role.

WE WANT YOU TO:

GROW TOGETHER

- **Collaborate with purpose** – collaborating effectively with others where it will add value and result in clear and positive impact.
- **Build relationships** – being approachable and developing positive relationships. Making connections internally and externally to pursue shared goals, expand learning opportunities and grow influence. Help others to connect and nurture positive relationships.
- **Communicate Effectively** – being clear and adapting communication styles to connect with others effectively.

EXPLORE

- **Be able to challenge** – showing courage and ability to challenge, be challenged and respond to challenge constructively to enable us to keep improving how we deliver on our strategic goals
- **Reflect and learn** – taking opportunities to reflect, learn and improve.
- **Create meaningful change** – being willing and able to shake things up and bring about change where needed for the good of the cause.

FOCUS

- **Take effective decisions** – balancing considered, evidence-informed decision taking and quick, decisive action depending on the situation
- **Adapt** – being proactive and flexible; able to take on board new information and respond effectively to a changing internal and or external environment.
- **Prioritise for impact** – building visions/ strategies/plans that have a clear purpose, set of outcomes, monitoring and evaluation and activity that is prioritised based on the impact they will have.

MAKE IT COUNT

- **Deliver results** – getting work done in a way that is environmentally, financially and ethically sustainable, is considerate of people's wellbeing and always considerate of the broader impact.

PERSON SPECIFICATION

		Essential/Desirable (E/D)	Where
You'll have experience	Of data protection with experience of broader business compliance.	E	Application/interview
	Consistently conducting the role independently and with integrity	E	Application/interview
	Establishing and maintaining a high degree of confidentiality, respect, trust and credibility at all levels.	E	Application/interview
	Using Microsoft packages, using historical and creating new documents as well as updating organisational registers.	E	Application/interview
	Assisting with producing quality reporting.	E	Application/interview
	Delivering coaching and training to colleagues	D	Application/interview
	Collaborating and communicating with internal and external stakeholders	E	Application/interview
You'll need to know	About Data Privacy legislation including but not limited to UK GDPR, PECR, DUAA, DPA	E	Application/interview
	How to priorities and organize, planning your time effectively.	E	Application/interview
	About individual rights requirements and expectations	E	Application/interview

PERSON SPECIFICATION

			Essential/Desirable (E/D)	Where
You'll have a desire to	Grow together	Communicate effectively Build relationships	E	Interview
	Explore	Be able to challenge Be able to reflect and learn	E	Interview
	Focus	Adapt and prioritise for impact Make effective decisions	E	Interview
	Make it count	Support delivering results	E	Interview
You'll be qualified in	The BCS Foundation		D	Application/Onboarding
You'll be subject to	Pre-employment checks including Right to Work and confirmation of employment history (3-years).		E	Onboarding