

|                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|-------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Job Title:</b>       | Data, Risk and Compliance Officer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Department:</b>      | Operations                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Location:</b>        | London                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Reports to:</b>      | Chief Operating Officer (COO), with matrix reporting to the Technology Manager on data matters.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Line Management:</b> | N/a                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Contract Type:</b>   | Permanent, full-time                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Grade:</b>           | 3                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Safeguarding:</b>    | <p>Muslim Aid has a zero-tolerance approach to Sexual Exploitation and Abuse (SEA) and all forms of safeguarding related misconduct, consistent with international standards including the UN Secretary General's Bulletin (ST/SGB/2003/13) and IASC PSEA principles.</p> <p>We are committed to the safeguarding and protection of children and vulnerable people across all aspects of our work. To prevent the recruitment of individuals with a history of SEA or safeguarding misconduct, all posts are subject to pre-employment vetting. This includes criminal records disclosure, a DBS check for UK-based candidates, or an equivalent criminal record check for candidates residing outside the United Kingdom, alongside reference checks that specifically address safeguarding and PSEA conduct.</p> <p>By applying for this position, candidates confirm their understanding of and commitment to Muslim Aid's safeguarding standards and accept that appointment is conditional upon satisfactory completion of all required checks.</p> |

## JOB PURPOSE

The Data, Risk and Compliance Officer will manage Muslim Aid's organisational approach to data protection, risk management, compliance and assurance coordination. The role will provide oversight of key registers, trackers, records, reports and action plans, including the corporate risk register, compliance obligations register, policy review schedule, data protection records, information-rights requests, breach records, audit action trackers and assurance follow-up. The postholder will work directly with the COO, leadership team and functional owners across the organisation to strengthen governance, ensure risks and compliance actions are actively managed, support timely escalation and drive continuous improvement in organisational controls and accountability.

## DELIVERABLES

| 1. Risk register and risk management support    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Deliverables</b>                             | <ul style="list-style-type: none"> <li>• Maintain the corporate risk register and ensure risks, controls, actions, owners and deadlines are kept up to date.</li> <li>• Gather regular updates from functional owners and support teams to describe risks clearly and consistently.</li> <li>• Monitor overdue risk actions, follow up with owners and identify matters requiring escalation.</li> <li>• Prepare and present risk summaries, dashboards and reports for review by the COO, Leadership Team, Board and relevant committees.</li> <li>• Maintain clear records of decisions, updates and agreed actions linked to organisational risks.</li> </ul> |
| 2. Compliance, policy and controls coordination |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

|                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|-------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Deliverables</b>                                                     | <ul style="list-style-type: none"> <li>• Maintain the compliance obligations register, policy review schedule and evidence of compliance activity.</li> <li>• Work with departments to record legal, regulatory, donor, funding agreement, data protection and internal policy requirements.</li> <li>• Track owners, deadlines, evidence requirements, approvals, review dates and action status.</li> <li>• Follow up overdue or incomplete actions and highlight concerns or possible non-compliance.</li> <li>• Deliver simple templates, checklists and guidance to help teams apply controls consistently.</li> </ul>                                                                                                                                                    |
| <b>3. Data protection, information governance and individual rights</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Deliverables</b>                                                     | <ul style="list-style-type: none"> <li>• Maintain data protection policies, procedures, templates, records of processing activities, data flows and information asset records.</li> <li>• Coordinate DPIAs for new projects, systems, suppliers, partnerships and ways of working, maintaining the DPIA tracker and following up actions.</li> <li>• Provide practical guidance on data protection, retention, privacy notices, consent, data sharing and safe handling of personal data.</li> <li>• Coordinate Subject Access Requests and other individual rights requests, tracking deadlines, actions, decisions and responses.</li> <li>• Escalate complex, sensitive or high-risk data protection matters through the agreed route.</li> </ul>                           |
| <b>4. Data incidents, breaches, audit and assurance tracking</b>        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Deliverables</b>                                                     | <ul style="list-style-type: none"> <li>• Maintain the data incident and breach register, recording facts, actions, owners, deadlines and outcomes.</li> <li>• Partner with global stakeholders to gather information on incidents and support initial assessment.</li> <li>• Coordinate containment and follow-up actions, track improvements and prepare incident summaries and trend reports.</li> <li>• Maintain the assurance action tracker for audits, reviews, compliance checks and governance actions.</li> <li>• Record findings, recommendations, management responses, owners, deadlines and progress updates, requesting evidence of completion where required.</li> </ul>                                                                                        |
| <b>5. Reporting, escalation, training and stakeholder coordination</b>  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Deliverables</b>                                                     | <ul style="list-style-type: none"> <li>• Prepare regular reports, exception reports, committee updates, action summaries and briefing notes on risk, compliance, data protection, audit actions and overdue matters.</li> <li>• Maintain escalation logs and provide analysis and recommendations needed for review and decision-making by the COO and leadership team.</li> <li>• Design and deliver training data, risk and compliance training to all employees tailoring to each country's needs.</li> <li>• Maintain training records and use learning from incidents, audits and compliance reviews to improve awareness.</li> <li>• Work with global teams to gather updates, evidence and action progress, escalating repeated delays or unresolved issues.</li> </ul> |

## PERSON SPECIFICATION

| Criteria                                                                                                                                                                           | E / D     | Assessment              |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-------------------------|
| <b>QUALIFICATIONS</b>                                                                                                                                                              |           |                         |
| Law degree, equivalent legal qualification or equivalent experience in legal, compliance or regulatory matters.                                                                    | Essential | Application / Interview |
| <b>EXPERIENCE &amp; KNOWLEDGE</b>                                                                                                                                                  |           |                         |
| Significant experience in data protection, risk, compliance, governance, assurance or a related area, including responsibility for improving organisational processes and controls | Essential | Application / Interview |
| Experience managing risk registers, compliance trackers, policy schedules, action logs and organisational records, with responsibility for quality, timeliness and escalation      | Essential | Application / Interview |
| Experience overseeing DPIAs, Subject Access Requests, data incidents, audit actions or governance follow-up, including advising stakeholders and escalating high-risk matters      | Essential | Application / Interview |
| Strong working knowledge of UK GDPR, data protection good practice, risk management frameworks, compliance management and internal controls                                        | Essential | Application / Interview |
| <b>SKILLS &amp; ABILITIES</b>                                                                                                                                                      |           |                         |
| Strong organisational and management skills, with the ability to prioritise competing demands, oversee several trackers, manage deadlines and deliver high-quality reports         | Essential | Application / Interview |
| Ability to influence and follow up actions firmly and professionally, make sound judgements, identify issues requiring escalation and handle sensitive information with discretion | Essential | Interview               |
| Ability to write clear reports, updates, guidance, action summaries and recommendations for managers, leadership team, committees and the Board                                    | Essential | Application / Interview |
| Ability to lead through others, support accountability, manage stakeholder expectations and drive continuous improvement in risk, compliance and assurance practices               | Essential | Interview               |
| Good IT skills, including Microsoft Office, Excel, SharePoint and Teams                                                                                                            | Essential | Application / Interview |
| <b>COMMITMENTS &amp; VALUES</b>                                                                                                                                                    |           |                         |
| Commitment to Muslim Aid's mission, vision and values                                                                                                                              | Essential | Interview               |
| Commitment to equality of opportunity and diversity                                                                                                                                | Essential | Interview               |
| Commitment to Muslim Aid's Global Safeguarding Policy                                                                                                                              | Essential | Interview               |
| Commitment to continuous professional development                                                                                                                                  | Essential | Interview               |

## CORE COMPETENCIES

| Competency | Definition |
|------------|------------|
|------------|------------|

|                                     |                                                                                                                                   |
|-------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|
| <b>Team Working</b>                 | Co-operates with and respects colleagues; goes above and beyond individual efforts to support team outcomes.                      |
| <b>Communication</b>                | Listens actively, expresses ideas clearly and communicates information effectively in written and verbal forms.                   |
| <b>Performance Management</b>       | Delivers organisational objectives through effective setting of SMART personal and team goals; holds self and others accountable. |
| <b>Results Focused</b>              | Gets the job done efficiently through effective time, task and financial management; monitors and adjusts to achieve targets.     |
| <b>Leadership</b>                   | Inspires, supports and develops others to achieve outstanding performance; models Muslim Aid's values in all interactions.        |
| <b>Innovation &amp; Improvement</b> | Constantly seeks to improve how work is done through analysis, creativity, problem-solving and proactive change initiatives.      |

Muslim Aid is committed to the safeguarding and protection of children and vulnerable adults. All posts are subject to the relevant level of background check. Muslim Aid is an equal opportunities employer.