

<b>Job Title:</b>	Senior Data Protection Officer
<b>Department:</b>	People, Culture and Services
<b>Location:</b>	London
<b>Reports to:</b>	CEO, with a dual reporting line to Director of People, Culture and Services
<b>Line Management Responsibility:</b>	None
<b>Budgetary Responsibility:</b>	None
<b>Child Safeguarding level:</b>	<p>We are committed to the safeguarding and protection of children and vulnerable people in our work. We will do everything possible to ensure that only those who are suitable to work with children and vulnerable people are recruited to work for us.</p> <p>Therefore, this post is subject to a range of vetting checks including a criminal records disclosure, DBS, or in the event that the employee is not a UK resident, a check to its equivalent in the current residing country will be required.</p>

**Job Purpose:**

The Senior Data Protection Officer (DPO) will play a critical role in overseeing Muslim Aid's data protection strategy and its implementation to ensure compliance with data protection regulations. This position involves safeguarding the personal data of beneficiaries, employees, donors, and partners, and integrating data protection principles into all aspects of the organisation's operations.

**Key Accountabilities:**

**Compliance and Regulatory Oversight:**

1. Monitor and ensure compliance with all applicable data protection laws and regulations, including GDPR, and other relevant legislation in the countries where INGO operates.
2. Develop, update, and maintain the organisation's data protection policies, procedures, and guidelines to reflect current legal requirements and best practices.
3. Conduct regular data protection audits and assessments, identifying risks and implementing corrective actions to address potential compliance issues.
4. Be the main point of contact for data protection authorities, managing all related communications.
5. Keep abreast of legislative changes and update organisational policies to ensure continuous compliance
6. Serve as the primary point of contact for data protection authorities, regulatory bodies, and other external stakeholders regarding data protection matters.
7. Collaborate with internal stakeholders, including Income Generation, ICT, Legal HR, and Programmes teams, to ensure cohesive and comprehensive data protection compliance.

**Data Protection Strategy:**

8. Develop and implement a comprehensive data protection strategy that aligns with the organisation's mission and operational needs, ensuring data protection is embedded in all processes and activities.
9. Collaborate with senior management and department heads to integrate data protection considerations into new projects, programmes, and initiatives from the planning stage.

**Training and Awareness:**

10. Develop and deliver comprehensive training programmes on data protection principles and specific legal requirements, including SAR handling, to educate all relevant stakeholders.

**Data Breach Management:**

11. Lead the organisation's response to data breaches, including investigation, mitigation, notification, and reporting to relevant authorities and stakeholders.
12. Develop, maintain, and regularly test data breach response plans to ensure the organisation is prepared to respond swiftly and effectively to potential incidents.

**Documentation and Reporting:**

13. Maintain accurate and comprehensive records of all data processing activities, including detailed documentation on SARs and PIAs.
14. Regularly report on data protection practices and compliance issues to senior management and the board.

**Regulatory Engagement and Compliance Updates:**

15. Serve as the primary liaison with data protection authorities for all compliance matters, manage communications, and stay updated on legislative changes to ensure continuous organisational compliance.

**Data Protection Impact Assessments (DPIAs)**

16. Responsible for conducting and overseeing Data Protection Impact Assessments (DPIAs) for projects and processes that involve processing sensitive or extensive volumes of personal data. This includes assessing the potential impact on data subjects' privacy, identifying and mitigating risks, and ensuring DPIAs are integrated into the project planning and implementation stages.

**Point of Contact for Data Subjects**

17. Act as the primary point of contact for individuals regarding their personal data. This includes responding to queries about data handling practices, facilitating the exercise of data subjects' rights (such as access, rectification, and erasure), and providing clear and comprehensive information on their rights and the organisation's data protection practices.

**Other:**

18. Ensure all records are maintained and stored appropriately in line with MA document management and IT policies.
19. comply with all policies, procedures, legal and regulatory requirements.
20. Any other duties commensurate with the accountabilities of the post.
21. Undertake overseas travel as necessary
22. Represent Muslim Aid at external networking groups and other meetings as required.

**Continue to next page for the Person Specification**

Person Specification		
	Essential / Desirable	Assessment Stage
<b>Qualifications:</b>		
Bachelor's degree in law, Information Security, IT, or a related field.	Essential	Application
Professional certification in data protection (e.g., CIPP, CIPM, or equivalent).	Desirable	Application
<b>Experience &amp; Knowledge:</b>		
Proven experience in data protection, privacy law, or a related field, preferably within an INGO or non-profit environment.	Essential	Application and Interview
In-depth knowledge of global data protection laws and practices, including GDPR, and an understanding of the legal and regulatory environments in the countries where INGO operates.	Essential	Application and Interview
Strong understanding of information technology and data management practices, with the ability to work effectively with ICT professionals to implement technical data protection measures.	Essential	Application and Interview
Excellent communication and interpersonal skills, with the ability to effectively convey complex information to a diverse audience and influence behaviour at all levels of the organisation.	Essential	Application and Interview
Demonstrate ability to work independently and as part of a multidisciplinary team, managing multiple priorities in a dynamic and fast-paced environment.	Essential	Application and Interview
<b>Skills &amp; Abilities:</b>		
Analytical and problem-solving skills to identify and address data protection risks and challenges.	Essential	Application and Interview
Good teamwork skills with the ability to work with different and sometime conflicting agendas.	Essential	Application and Interview
High level of integrity and professional ethics, with a commitment to upholding the organisation's values and mission.	Essential	Application and Interview
Attention to detail and strong organisational skills, with the ability to maintain accurate records and documentation.	Essential	Application and Interview
IT literate with knowledge of Microsoft Office applications and the ability to learn and use any software adopted by Muslim Aid.	Essential	Application and Interview
Ability to handle sensitive and confidential information with discretion, ensuring compliance with data protection laws and organisational policies.	Essential	Application and Interview

Proficiency in using data protection management software and tools, as well as standard office applications.	Essential	Application and Interview
<b>Commitments:</b>		
Commitment to Muslim Aid's mission, visions and values	Essential	
Commitment to Muslim Aid's ethos	Essential	
Commitment to equality of opportunity and diversity	Essential	
Commitment to Muslim Aid's Global Safeguarding Policy	Essential	

You will display the competencies below :	
Competencies	Definition
Team working	Co-operates with and respect colleagues to exceed up and beyond individual efforts.
Communication	The ability to listen, express and communicate information effectively.
Performance Management	Delivery of organisation objectives through effective setting of SMART personal goals and team goals.
Results Focused	Getting the job done in an efficient way through effective time, task and financial management.
Leadership	Inspiring, supporting and developing others to achieve outstanding levels of performance.
Innovation & Continuous Improvement	Constantly seeking to improve the way business is done through analysis, creativity, problem solving and change initiatives.

Please signify your acceptance of this job description by signing below and returning a copy to HR					
Employee Signature:		Employee Name:		Date:	
Line Manager Signature:		Line Manager Name:		Date:	