



RTC PROJECT COORDINATOR

HOURS: Part-time – 24 hours per week with potential growth to 32 hours per week in the future. Flexible hours possible.

TERM Permanent

LOCATION: Hereford, Herefordshire (hybrid – home/Hereford office)

SALARY: £19,800 per annum (FTE £33,000)

BENEFITS:

- 30 days of annual leave (incl. bank holidays), with additional length of service increases [FTE]
- Flexible working available
- Hybrid working available

REPORTING TO: Regional Director

DEPARTMENT: CBN Europe

ABOUT CBN EUROPE:

CBN is a global nonprofit ministry demonstrating the love of God and sharing the Gospel of Jesus Christ through media evangelism and humanitarian aid. Our European HQ office is based in Hereford, UK. CBN launched a compliance initiative to help international offices to operate in a safe and responsible manner in relation to data protection, website security and more. As such, the Regional Technical Centre (RTC) initiative was launched.

POSITION OVERVIEW:

Being the Regional Technical Centre Coordinator, you will be responsible for steering CBN's RTC programme, working with designated teams in our Europe offices to meet various compliance objectives in the areas of info security, data protection, website and network operations, and more. You would be responsible to oversee RTC compliance for our offices in the UK, Netherlands, Germany, Poland, Croatia and Ukraine. In this role, you will liaise with various stakeholders including the CBN Europe Data Protection Officer, RTC HQ Leads, local IT vendors and office directors.

Please note that this role holds an occupational requirement for the post holder to be a practising Christian who assents to CBN Europe's statement of faith (available upon request). This is in accordance with Schedule 9 of the Equality Act 2010.

KEY RESPONSIBILITIES:

- Leading CBN's RTC programme toolkits completion, working with teams the UK, Netherlands, Germany, Poland, Croatia and Ukraine to meet the completion deadlines.
- Maintaining the RTC Europe Hub website, working with all teams to upload completed toolkits and evidence, uploading training materials and resources for the region
- Providing training and support to each CBN regional office while tracking progress and completion of work in line with expectations.



- Maintaining RTC Europe team list and communications, ensuring all RTC staff have access, are trained and active stakeholders in the RTC programme.
- Tracking legal contracts with vendors, data sharing agreements, standard contractual clauses, data transfer impact assessments.
- Tracking cookie compliance programme, website policies including privacy policy, cookie policy and terms of use for all European websites.
- Tracking vulnerability scans on all our European websites, working with IT vendors to address vulnerabilities in a timely manner.
- Conducting routine audits on compliance matters with internal (CBN) and external (GDPR and Cyber Security) regulatory requirements.
- Monthly reporting to the Regional Director and RTC HQ lead on progress, challenges and training requests.
- Any other tasks commensurate to the role as laid out by management.

The statements contained in this position/ job description are not necessarily exhaustive; additional duties may be assigned and requirements may vary from time to time.

REQUIRED COMPETENCIES:

- Strong experience in cyber security, data protection, and website operations.
- Well-developed and professional interpersonal skills
 - Proven communication and interpersonal skills
 - Ability to communicate effectively at all levels within the organization (both verbally and in writing)
 - Excellent writing and presentation skills
- Excellent organizational skills with the ability to consistently meet deadlines
- Ability to present ideas in business-friendly and user-friendly language
- Self-motivated and able to prioritize workload
- Strong analytical, evaluative, and problem-solving abilities
- Enthusiastic about working across critical processes
- High attention to detail and accuracy, diligent and thorough,
- Proven experience working with Microsoft 365 tools and SharePoint
- Diploma in Business Support/Project management or equivalent or a minimum of 3 years experience in a Business Support or Project management role.

DESIRABLE COMPETENCIES:

- Microsoft / IT qualifications.
- A desire to grow and excel in a unique role covering a wide range of skills.
- Basic website and system skills are desired.

APPLICATION PROCESS:

To apply for this role, please provide a cover letter detailing interest and suitability along with your CV when filling out the application form at cornerstoneresources.co.uk/vacancies

We reserve the right to close the role early should we have sufficient candidates.



This role has a proposed start date of 1st September 2024.

Please note, the appointment of this role will be subject to:

- a. Satisfactory references
- b. Evidence of right to work in the UK
- c. Meeting the requirement to be a practising Christian who assents to our statement of faith (available upon request)
- d. living within a reasonable commuting distance of Hereford