

VACANCY
Data Compliance Officer
(Part time and fixed term for 6 months – 0.4 FTE)



Applications are invited for the post of Data Compliance Officer with the Daphne Jackson Trust. This is an opportunity to take on a fixed term project on a part time basis that will offer the right person the chance to make a difference in a small but growing charity that offers fellowships for returners to science, technology, engineering and mathematics (STEM) after a career break of two years or more.

The post is offered for two days a week (0.4 FTE) for a period of six months and is based in the Trust's offices in the Physics Department at the University of Surrey, Guildford, although there is the option of working from home at times. With the new GDPR regulations there is a requirement for a data compliance officer to ensure that the Trust is legally compliant with the new regulations. This role will require the post officer to assess the current processes and paperwork produced by the Trust and then put in place all the policies and changes required to ensure that the Trust is legally compliant. The Trust is part way through this process, having had a data audit completed and started working on the recommendations but now requires a data compliance officer for a fixed period to complete the work.

The Data Compliance Officer will be required to assess the processes the Trust has in place from first application to award of fellowship and beyond. In addition, they will then work with the Chief Executive and Trust Manager to make a recommendation about the use of either a database or grant management system going forward into 2020. Although this initial post is for a fixed term, it may lead on to other project work within the organisation over the next couple of years.

Although a small organisation, the Trust is very successful and influential and has an excellent track record of interacting at senior levels in academia, with policy makers and charities. The Trust is comprised of a small, very dedicated team of staff and applicants for this post must be friendly and approachable, efficient and methodical with an ability to work on their own initiative. This is a demanding role that will suit someone with excellent interpersonal skills, a high degree of commitment and the ability to multi-task and work under pressure. The ability to organise and prioritise a busy workload and to be able to work independently as well as being an effective member of a small team is essential.

Applicants must be computer literate with a fully operational knowledge of Microsoft Word, Excel, Outlook. Knowledge of Microsoft Access and other databases would be a great advantage. Applicants would ideally have a first degree in a STEM subject, and knowledge of higher education or the charity sector is desirable. A knowledge of some of the many stakeholders with whom the Trust works, such as the Research Councils, Learned Societies or the scientific community in general would be an advantage.

The role of Data Compliance Officer is based in the Daphne Jackson Trust Office in the Physics Department at the University of Surrey. Salary offered is £6,000 (pro-rata of £30,000 per annum).

Closing date for applications is 12 noon on Wednesday 1 May 2019 with interviews held in the week commencing 13th May 2019.

Please send a CV and covering letter stating where you saw the role advertised and why you think you would be suitable to Dr Katie Perry, Chief Executive, the Daphne Jackson Trust at djmft@surrey.ac.uk or telephone 01483 689166 for more details. Further information on this role and a job description are available on request. We acknowledge, embrace and understand diversity

Further information on the Daphne Jackson Trust can be found on our website www.daphnejackson.org