

## Job Description

**JOB TITLE:** Data Protection Lead

**CONTRACT TYPE:** Fixed term - 12 months

**HOURS:** Part time - 21 hours per week over three days

**LOCATION:** London, currently hybrid working with two days per week in the office.

**PAY BAND:** £40,000 to £47,000 **pro-rata** + London Weighting of £4,000 **pro-rata**, as applicable (Specialist or Managerial – Senior Manager)

**RESPONSIBLE TO:** Head of Legal & Company Secretary

**RESPONSIBLE FOR:** No direct reports

## About The King's Trust International

The King's Trust International (KTI) has been supporting young people worldwide since 2015. We were founded by HM The King to tackle the global crisis of youth unemployment.

Our **vision** is that every young person should have the chance to succeed.

Our **mission** is to empower young people to learn, earn and thrive.

Our programmes and interventions are now present in 20 countries within the Commonwealth and beyond, across Africa, Asia, the Caribbean, Europe and the Middle East.

We are committed to amplifying the voices of young people on the global stage and putting their needs at the very heart of the design and delivery of our work. This complements global efforts to deliver the Sustainable Development Goals, particularly those relating to quality education and decent work.

We seek to work to the highest quality standards and to ensure the health and safety of all the young people we work with as well as the well-being of our colleagues and partners.

## Ways of working

The King's Trust International works with local partners around the world to deliver education, employment and enterprise programmes that empower young people to learn, earn and thrive. We provide opportunities to develop the skills and confidence to succeed and deliver tangible employment outcomes, supporting young people to build their own futures.

We work with a mixture of governments, NGOs, and corporate partners and employers on our programmes and are increasingly thinking about how we can support the creation of green jobs to help deliver the low carbon transition.

See our [website](#) for details of our programmes and case studies celebrating some of the amazing achievements of a selection of young people.

## Purpose of the Role

You will be reporting to the Head of Legal & Company Secretary; and will be our in-house expert on data protection law. You will lead a data compliance review and work with colleagues to ensure the robustness and suitability of the charity's information governance framework, policies & procedures, deliver training to

empower colleagues in data protection matters, handle any subject access requests, manage any data incidents, breaches or complaints, perform a key role in organisational change and the implementation of new technology solutions, provide hands-on advice and help to embed privacy by design.

You will work closely with all of the charity's teams, as well as with external partners, and deal with complex regulatory requirements in an international context.

## **Key Relationships**

- Head of Legal & Company Secretary
- Deputy Director of Global Delivery
- Head of Impact
- Head of Digital & Design
- CEO and Senior Leadership Team
- Trustees
- External lawyers and advisors

## **Key Areas of Responsibility**

- Act as the technical lead and expert in data protection legislation and compliance, and a resource of knowledge for all staff across the charity.
- Foster a data protection culture across the organisation and its delivery partners; and design and lead on privacy training programmes and accessible materials in order to educate and promote compliance with best practice.
- Lead on a data compliance review to be carried out with the assistance of pro bono lawyers and report to the charity's Risk, Audit & Finance Committee on the outcome of this and any recommended further actions.
- Work with colleagues to ensure the robustness and suitability of the charity's information governance framework, being responsible for reviewing and strengthening the data protection structure, policies and procedures and ensuring everyone is aware of their roles and responsibilities under these.
- Be the point of contact with relevant external stakeholders, including the ICO, the charity's EU GDPR representative, data subjects, external lawyers and partners.
- Lead on the organisational response to any subject access requests and the management, investigation and reporting of any data protection incidents, breaches or complaints; and be responsible for the timely handling of all matters in accordance with all regulatory and other requirements.
- Work with each of the charity's teams to check and update organisational documents including the record of processing activities, register of third parties and privacy notices, reviewing all entries.
- Develop and set data protection standards, provide guidance and oversee compliance, escalating any significant issues within the information governance framework where appropriate.
- Give skilled advice and guidance on a wide range of privacy matters, including data collection, use, sharing, security, retention, data protection impact assessments and international data transfers as well as any developments in the law and best practice.
- Take a leading role in organisational change and the implementation of new technology solutions, particularly in relation to compliance strategies, data management and data governance.
- Advise colleagues on data protection requirements for complex projects and partnerships, providing solutions which help manage risks and protect the charity and its subsidiaries.
- Review, advise on and/or draft data sharing agreements, data protection clauses and other relevant documents including templates.

**Budget**      No direct budget responsibility

## **Person Specification**

**Please read these notes carefully:**

The King's Trust International is committed to representing, at all levels, the global communities and young people that we serve. We value transferable skills and know that women, gender non confirming folx, disabled and global majority/ Black, Indigenous and People of Colour (BIPOC) / racialised people are statistically less

likely to apply for a role if they feel that they do not meet at least 90% of criteria on the job description/person specification. We are dedicated to building an inclusive, diverse, equitable, and accessible workplace that fosters a sense of belonging - so we only include essential criteria on our person specification that is genuinely required to do the job. We focus on your aptitude, transferable skills and behaviours to assess your potential with us.

Essential criteria describes the skills, knowledge or qualifications that are necessary to do the role. Some criteria will be assessed at the shortlisting (**s**) stage and this will be based on the information you have provided in your CV and supporting statement. Skills or experience can be gained in a variety of ways, in your personal life as well as professionally. Do not just say, for example, 'I have good communication skills.' Tell us how you have gained experience or used a particular skill or knowledge. Other criteria may be assessed as part of an assessment (**a**) or at interview (**i**). Desirable criteria will only be used where a large number of people meet all the essential criteria, or at interview to differentiate extra skills. **As a minimum, address how you meet all essential criteria in your application.**

Criteria	Essential	Why is this needed?	How will this be assessed?
<b>Skills and Knowledge</b>	Professional qualification in relevant area such as a data protection practitioner, solicitor or barrister.	These are all integral to the role. You will need to lead and advise on data protection matters, including data governance. You must be fully familiar with assessing risks, considering appropriate controls and drafting documents including legal provisions.	S, I
	Excellent knowledge of data protection law, including the GDPR, UK GDPR, the Data Protection Act 2018 and PECR.		S, A, I
	Extensive experience of data management including trans-border data flows.		S, A, I
	Ability to communicate complex concepts clearly, concisely and in user-friendly language (both verbally and in writing).		A, I
	Strong suite of interpersonal skills (including being friendly, approachable, situationally aware, receptive, persuasive, dynamic and inspirational); and ability to establish and maintain effective working relationships with a wide range of internal and external stakeholders.	This role will work with different teams and functions, including compliance work and delivering training. You must be able to achieve buy-in from all colleagues on data protection matters, influencing and motivating them. You need to be recognised as a trusted advisor and contribute to a positive work environment with shared responsibility for addressing privacy risks.	I
	Excellent planning, administrative and organisational skills.	In this role you will be involved in multiple tasks with different timeframes. Some will require working closely with colleagues and some working independently. Consequently, you must be able to plan ahead	A, I
	Ability to work effectively under pressure, managing and being accountable for		I







	own workload and prioritising and multitasking as appropriate.	and organise your time and workload in order to meet reasonable deadlines.	
	Conscientious, proactive and flexible approach to working, with an ability to use initiative and problem-solve	You will also need to be flexible and re-organise priorities in order to deal with new and unexpected matters. You will be part of the second line of defence in effective risk management and control; and therefore it is important that you are able to show resilience, adapt to circumstances and meet challenges posed including identifying potential issues, being solutions-focused and achieving the best outcomes.  You will need to be flexible and to adapt to circumstances and meet challenges posed including identifying potential issues, being solutions-focused and achieving the best outcomes.	I
	Strong attention to detail.		A, I
	Good judgment and sound decision-making ability		I
	Maintenance of the highest ethical standards, including confidentiality and discretion.	As part of your role, you will be trusted with sensitive matters and personal information.	I
	IT literate, conversant with Microsoft Office including Outlook, Teams, Word, Excel and PowerPoint.	The charity uses Microsoft Office software. You will also need to master the charity's other IT systems and databases.	S, A
<b>Experience</b>	Strong and relevant experience gained in-house or in a pro-active private practice environment.	You will need the technical expertise and confidence to undertake the role. For this, you will need broad practical experience in a similar role.	S, I
	Demonstrable experience of leading on data protection matters, handling subject access requests, managing data compliance structures, drafting policies and contractual documents and clearly and succinctly advising on complex issues.		S, I
	A track record of working with others to meet ambitious targets and deliver excellent outcomes.	The King's Trust International is a young and dynamic charity and you will need to perform well as part of the wider team in achieving the charity's goals.	S, I

Criteria	Desirable	Why is this needed?
<b>Skills and Knowledge</b>	Understanding of the challenges and opportunities for young people worldwide.	Our mission is to empower young people to learn, earn and thrive. You will become part of our team committed to achieving these goals.
	Good knowledge of the technical aspects of cyber security.	While you will be working with specialist colleagues who will consider cyber security aspects, a good technical knowledge of cyber security will be beneficial in your broader information security role.
	Project management.	You will need to lead a data compliance review and other data governance projects, as well as provide relevant input on a wide range of projects and programmes for the charity.
<b>Experience</b>	Experience gained as a data protection officer and/or leading an information governance framework, preferably at a charity.	This would be directly relevant experience for this role.
	International data protection experience, preferably in the international development sector.	The King's Trust International works with local partners across Africa, Asia, the Caribbean, Europe and the Middle East. You will therefore need to consider international data transfers and issues beyond GDPR and UK (and EU) law.
	Experience of: <ul style="list-style-type: none"> <li>• risk management;</li> <li>• managing and leading successful projects;</li> <li>• leading and engaging in process improvement activity; and</li> <li>• developing and delivering data protection training programmes.</li> </ul>	The role will include all of these areas and you will need to work with colleagues throughout the charity and within stakeholder and partner organisations internationally to achieve assurance, agility and the achievement of the charity's objectives. While you can gain knowledge and experience in all of these areas as your role develops, some prior experience in one or more of these would be useful.

## WHAT DO WE EXPECT FROM YOU?

### OUR VALUES

Our values are at the heart of everything we do – they articulate who we are and how we work together to achieve our aims to help young people.

 Youth-centred	 Nurturing partnerships	 Impact	 Diversity	 Honesty	 Integrity
We believe in placing youth at the centre of all activities and decisions	We value robust relationships based on mutual trust and respect	We focus our passion and attention on what we believe will create a positive impact	We understand, value and promote diversity of experience and thought to enable our staff, partners and young people to thrive and achieve their full potential	We value sincere, authentic and straightforward communications and behaviours	We believe in applying strong morals, high standards and ethical principles to our work

We are committed to equality, diversity and inclusion. We want to be an organisation that is representative of the communities we serve, which is why we strive for diversity of age, gender identity, sexual orientation, physical or mental ability including neurodiversity, ethnicity, gender, socio-economic background and perspective. We want to ensure that everyone can be their authentic selves at work.

We are a Race at Work signatory and a Disability Confident employer. Our staff and volunteers are supported by PT CAN (our Cultural Awareness Network), PT GEN (our Gender Network), PT DAWN (Disability & Wellbeing Network) and Pulse (LGBTQ+ Network). Talk to us about flexible working hours.






### THE WELFARE OF OUR YOUNG PEOPLE

The King's Trust International is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to a basic Disclosure. Having a criminal record will not automatically exclude applicants.

## OUR BEHAVIOURS

We expect certain behaviours from you about how you interact with colleagues, our partners, young people & the public.

These are our core behaviours for all staff.

 Effective communicators	 Approachable	 Solution-oriented	 Inclusive	 Emotionally intelligent & resilient
<p>We demonstrate an open, honest, jargon-free and clear communication style to build rapport and nurture partnerships with internal and external stakeholders.</p> <p>We communicate core expectations, for example around safeguarding, clearly and effectively to ensure young peoples' safety is at the centre of our work and never compromised.</p> <p>We value the importance of transparency, honest feedback, setting clear expectations, understanding roles and responsibilities, and speaking up for what we believe is right.</p>	<p>We demonstrate characteristics of open-mindedness, respect and honesty to anyone wishing to approach us.</p> <p>We apply our behaviours to support this by being mindful of our own reactions and being receptive to ensure people want to engage with us, we actively listen and demonstrate our appreciation of their input.</p>	<p>We focus our energy on enabling solutions to the challenges we meet.</p> <p>We demonstrate leadership by owning our work, taking responsibility for our actions and pro-actively engaging with our stakeholders and partners to gain deep understanding of the environments we work in and the young people we work for.</p> <p>We support our partners, colleagues and youth in solving problems and delivering impactful programmes.</p> <p>We plan and adapt our interventions and processes and employ proactiveness to enable the most meaningful outcomes.</p>	<p>We value different backgrounds, experiences and opinions and believe that these will make us better equipped to make quality decisions, apply sensitivity to context and mutual exchanges, as well as recognise potential throughout our organisation and our partnerships.</p> <p>We actively invest in rapport building with all stakeholders and strive to support team work internally and externally.</p> <p>We respect others and our planet. We apply humility and empathy and strive for reciprocity and equality in all exchanges.</p>	<p>We nurture awareness and reflection, including being mindful of self-biases, cultural differences, as well as our own and other people's circumstances.</p> <p>We foster the capacity to be aware of, control, and express our emotions, and to handle interpersonal relationships judiciously and empathetically.</p> <p>We use emotional intelligence to build resilience. We risk making mistakes as a way of learning.</p> <p>We celebrate creativity, curiosity, eagerness to learn and open-mindedness.</p>