

Job Description

Job Title:	Data and GDPR Assistant
Benefits:	Defined Contribution Group Personal Pension Plan
Hours of Duty:	21 hours per week fixed term contract for 1 year initially, working pattern to be agreed
Annual Leave:	25 days holiday per annum pro rata, plus statutory bank holidays and discretionary Christmas holiday
Office Location:	Diocesan House, 109 Dereham Road, Easton, Norwich, NR9 5ES. <i>To ensure the best service to the needs of the Diocese your base maybe moved within the Diocese.</i>
Department:	Finance and I.T.
Responsible to:	I.T. and Data Coordinator

Main purpose of the role:

To improve the accuracy of our data by liaising with parishes and Parish Support Team colleagues to ensure the Norwich Diocesan Board of Finance is compliant with its GDPR policies.

To work with the I.T. and Data Coordinator to ensure the Diocese of Norwich is compliant with Data Protection guidelines and to support implementation of GDPR policies with staff teams and across the Norwich Diocesan Board of Finance.

To administer the Diocese of Norwich database, ensuring it is up to date and accurate.

To support a project that seeks to reduce the administrative burden on parishes across the diocese and supports their compliance with GDPR requirements.

Key working relationships:

Internal:	I.T. and Data Coordinator, The Director of Finance, and all Diocesan Staff
External:	All Diocesan stakeholders People undertaking similar roles in other dioceses

Principal duties and responsibilities:

- To review what administration and data requirements are for parishes, how it can be collected effectively and efficiently, and implement changes as part of a programme that seeks to reduce the burden of administration on parishes
- Assist the IT and Data Coordinator with ensuring the Norwich Diocesan Board of Finance is GDPR compliant, updating data protection policies, forms, agreements, statements and processes as necessary
- Liaise with Parishes to ensure our data is accurate and assist in the processes to automate this in the future

GDPR support

- Assist in updating and reviewing our privacy notice and statements, data sharing agreements and data protection forms etc
- To attend GDPR departmental data audits with the IT & Data Coordinator, taking notes and completing the necessary follow-up actions and documentation
- Ensure our databases are GDPR compliant
- Keep up to date with national resources and guidance
- Develop methods of communicating GDPR requirements to parishes and produce/signpost to guidance on how to comply
- Assist in GDPR training courses

Database Administration

- Administer the central Diocese of Norwich database ensuring it is up to date
- Input Data Protection Forms and Register of Activities forms onto the database
- To produce mailing schedules as and when needed
- To deal with email enquiries sent to the data@ mailbox
- Research and produce a guide showing yearly administrative responsibilities of parishes and how they can best be completed efficiently and effectively
- Review, quality assure and approve data submissions across our databases
- Periodically review datasets to improve the quality and accuracy of our data

To undertake any other reasonable tasks, relevant to the post.

Person Specification

Essential Desirable

Communication skills

Excellent communication skills, both written and oral	Yes	
Excellent customer service skills in taking and responding to calls and emails	Yes	

Using technology

Word, PowerPoint, Excel, Outlook – at a basic level, preferably higher	Yes	
Experience of editing or maintaining a web-based database	Yes	
A willingness to try new technologies	Yes	

Working within a team

Team player and good collaborative skills	Yes	
Flexible, adaptive and responsive to changing working needs	Yes	
Self-motivated	Yes	
The ability to prioritise tasks	Yes	

Personal attributes

Friendly and polite with strong interpersonal skills	Yes	
Ability to work to deadlines and stay calm under pressure	Yes	
Methodical and thorough approach to work	Yes	
A willingness to pro-actively contact individuals and request items required to meet a deadline	Yes	
Able to work without detailed guidance and close support	Yes	
Has a full valid driving licence and/or other methods of transport		Yes
Sympathetic to/supportive of our diocesan strategy, aims and objectives	Yes	

If you have a disability or long-term illness that otherwise prevents you from meeting any of the essential criteria, please contact us to discuss whether a reasonable adjustment can be made.

The post holder will be required to undergo a Basic Disclosure and Barring Service check.

THIS JOB DESCRIPTION IS NOT AN EXHAUSTIVE DOCUMENT BUT IS A REFLECTION OF THE DUTIES AND RESPONSIBILITIES APPLICABLE AT THE TIME OF ISSUE. Details and emphasis are subject to amendment and revision in the light of the changing needs of the Norwich Diocesan Board of Finance Ltd. UPDATED – SEPTEMBER 2022