



THE ARCHDIOCESE of BIRMINGHAM

**DATA COMPLIANCE MANAGER**

**Full-time (35 hours per week)/Permanent**

**Circa £40,000 p.a.**

**Remote Working/Central Birmingham**

The Birmingham Diocesan Trust (BDT) is a registered charity based in central Birmingham.

To accommodate a forthcoming reduction in the working hours of our Diocesan Solicitor/Data Compliance Co-ordinator recognising the need to ensure that its systems and processes are fully compliant with European and UK data protection regulations and that it has a robust approach to managing subject access requests BDT is looking to appointment a suitably qualified, experienced Data Compliance Manager role.

Reporting to the Diocesan Solicitor/Data Compliance Co-ordinator, the Data Compliance Manager will monitor compliance and data practices internally to ensure the business and its functions comply with the applicable requirements under the UK GDPR and relevant national legislation.

The Data Compliance Manager will also be responsible for advising on, and where required carrying out, training for post holders, staff and volunteers, data protection impact assessments and internal audits.

To undertake this role, you will need:

- Significant experience in privacy compliance.
- Experience in developing policy and compliance training.
- Experience in system management, including IT and traditional systems, and
- Significant knowledge of European and UK data privacy and data protection regulation.

You should also have hold at least one data protection and/or privacy certification, such as CIPP, CIPT, CIPM, or the ISEB.

For an informal discussion about this role please contact Clare O'Brien, Diocesan Solicitor/Data Compliance Co-ordinator on 0121 230 6231 (email: [clare.obrien@rcaob.org.uk](mailto:clare.obrien@rcaob.org.uk)).

The job description for this role is available from [gerry.dryden@rcaob.org.uk](mailto:gerry.dryden@rcaob.org.uk)

Application for this role is via CV and covering letter which should set out how your experience, knowledge and skills match those required for this position.

Closing date: Monday 12<sup>th</sup> July 2021

Provisional interview data: week commencing: 19<sup>th</sup> July 2021



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