GDPR Data Protection Coordinator – The Role
With the GDPR preparation in full swing we are looking for a strong Project Manager who will take the lead in coordinating the delivery of our GDPR preparedness project in time for May 2018. Beyond May you will champion information security and data protection so that data security is embedded in everything we do and is treated as a strategic asset for the protection of animals.

You will be involved in a range of compliance activities across departments and disciplines. This will include the establishment of appropriate data protection governance structures, the development of new policies and procedures relating to the retention, processing and disposal of personal information as well as the promotion of staff awareness and training.

Important will be your ability to work with and co-ordinate stakeholder groups to effectively deliver operational and strategic goals.

Data Protection Coordinator – Requirements
- You will have strong Project Management experience and the ability to take the lead on a project of similar scale
- Knowledge of the Data Protection Act and of the implications of the GDPR regulations (May 2018)
- A good working knowledge of information security principles and practice
- A good understanding of information risk analysis and risk management
- Ability to deal with confidential and/or sensitive issues and information
- Ability to work on own initiative and juggle conflicting demands
- Expertise to communicate technical information to non-data specialist staff
- Good technical and non-technical documentation skills

Data Protection Coordinator– How to Apply
If you want to be part of our dynamic organisation and help us move the world to protect animals then please send us a copy of your CV and cover/motivation letters addressing your skills and experience relative to the role to recruitment@worldanimalprotection.org

Due to the large volume of applications that we receive, we will not be acknowledging receipt of your application. If you do not hear from us within 3 weeks of the closing date, please consider your application as unsuccessful.
World Animal Protection is an equal opportunity employer and committed to providing equal opportunities for everyone regardless of their background. The successful candidate must have permission to work in the position location by the start of their employment.

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Who are we?
We are World Animal Protection.
For over 50 years we have moved the world to protect animals.
We protect animals because we believe a sustainable future for the planet can only be achieved if both animals and people are part of the solution.

We stop the exploitation of wild animals for entertainment and profit. We protect pets and working animals in communities across the globe. We campaign for better farm animal welfare and fight against factory farming. We also help animals when disaster strikes. Our vision is a world where animals live free from suffering. We are working to help people to see how important animals are to all of us.

We are determined to influence decision makers to put animals on the global agenda and inspire people to change animals’ lives for the better. Today we’re working on projects to end animal suffering by helping governments and communities to protect and care for their animals.

Why Work for us?
We move the world to protect animals globally but there are many other reasons to join our organisation. We are a truly global organisation with offices in Australia, Brazil, Canada, China, Costa Rica, Denmark, India, Kenya, the Netherlands, New Zealand, Sweden, Thailand, UK and USA. We employ over 380 people globally covering campaigns, media, fundraising, operations, finance, administration and human resources.

As well as competitive employee benefits we want our employees to grow with us and build their careers within World Animal Protection and therefore encourage internal applications. We have a strong track record of offering existing staff promotions as well as secondments and position changes within the organisation.
Job Description

Data Protection Coordinator

**We are** World Animal Protection.
**We end** the needless suffering of animals.
**We influence** decision makers to put animals on the global agenda.
**We help** the world see how important animals are to all of us.
**We inspire** people to change animals’ lives for the better.
**We move** the world to protect animals.

World Animal Protection is a truly global organisation, working in over 50 countries across the world, with offices in every continent. Our vision is a world where animals live free from suffering. We protect animals because we believe a sustainable future for the planet can only be achieved if both animals and people are part of the solution.

**Job Title:** Data Protection Coordinator  
**Location:** 222 Grays Inn Road, London

**Reports to:** Chief Operating Officer  
**Reportees:** N/A

**Budget holder:** No  
***Technical/Professional Accountability to:** N/A  
***Technical/Professional Reports:** N/A

**Global/Local:** Local

**Main Purpose of the role**

This initial focus of this role will be to take the lead responsibility for the delivery of the GDPR preparedness project based on scoping and assessment work already undertaken and to take the lead in ensuring World Animal Protection’s readiness for and compliance with the General Data Protection Regulations (GDPR) for the UK charity in May 2018. The project covers a wide range of compliance activities, spanning different departments and disciplines predominantly in the UK and International office, including but not limited to supporting the establishment of appropriate data protection governance structures, the development of new policies and procedures relating to the retention, processing and disposal of personal information and the development of staff awareness and training.

Moving beyond May 2018, this role will champion information security and data protection within the UK charity (both in the UK and International office), increase understanding across the organisation including with our overseas offices and functions, drive best practice and ensure compliance so that data security is embedded in everything we do and is treated as a strategic asset for the protection of animals.
This role will involve working with a broad range of stakeholders, e.g. internal, external suppliers and with our appointed data consultancy provider and effective engagement with and co-ordination of these stakeholder groups will be pivotal to the meeting our goals (operationally and strategically) in our approach to data protection.

**Accountabilities**

- The Data Protection Co-ordinator will be accountable for the successful delivery of all elements of the GDPR preparedness project and the ongoing effective management and governance of information and data security across the London office
- The role holder will comply with the organisation’s policies and procedures.

**Duties and Responsibilities**

**Data Governance**

- Ensure that the GDPR implementation project is well managed with effective governance, planning, task prioritisation, budget management, reporting and evaluation
- With the Chief Operating Officer, support the establishment and ongoing effective function of the World Animal Protection data governance framework (See Appendix One)
- Chair appropriate governance groups and other meetings to ensure good governance and progress to deliver the range of actions required to improve compliance with GDPR, ensuring work is progressed across different teams/departments
- Identify, support, develop and lead a network of data protection ‘champions’ across the organisation to facilitate and advocate for the effective and consistent adoption of good information security management practice
- Develop a Privacy Risk Register and supporting process and ensure that this is embedded into existing risk management processes
- Develop an effective central overview of the processing of personal data with supporting procedures to ensure its ongoing maintenance and update
- Undertake an audit of personal data/information held by the UK charity (electronic and physical) and ensure that it is retained or disposed of in line with agreed policy and procedures
- Provide ongoing support and guidance to World Animal Protection staff and governance groups throughout implementation and beyond, to clarify requirements or manage requirements changes

**Policy & Procedure Development**

- Update and where necessary develop organisational policies and associated procedures to govern the effective processing, retention and disposal of personal data/information and procedures relating to data breach management
• Working with specialist colleagues, ensure communication plans are produced and successfully executed; manage testing to successful conclusion, liaising with colleagues and external suppliers as needed.

**Staff Understanding & Adoption**

• Working with HR/Learning & Development colleagues, develop an appropriate data protection and information security training package and ensure that all London-based staff receive training appropriate to the role they perform, that training is updated and refreshed and that a record of such training is maintained

• Provide support and guidance to global offices where required to ensure that World Animal Protection is managing personal information and data securely and is compliant with relevant regulation

**Supplier Management**

• Working with the Procurement Manager, ensure that all existing and new suppliers for the UK charity are aware of their responsibilities under GDPR and that they are delivering services to/for us which comply with GDPR regulations and that procedures are put in place to effectively monitor this compliance

**Fundraising & Marketing**

• Ensure that organisational data protection statement(s) are compliant while protecting our ability to communicate with supporters, including where we will use legitimate interest as a basis for communication.
Organisational responsibilities

- Delivery of World Animal Protection’s Global Strategy across the core themes of Mission, Movement & Transformation in a global, matrix environment
- Work cooperatively with external organisations, teams within World Animal Protection and in the wider animal welfare movement to pursue programme objectives and wider organisational goals, including those relating to brand, communications, fundraising and resource management.
- Actively participate in building our brand and maintain the integrity of our brand to support our profile, lead generation, income and engagement.
- Help secure resources (income) and reach (people and partnerships) by actively contributing to our supporter relationships, fundraising, communications, and donor reporting.
- Actively participate and support the organisation to ensure that we manage our resources (financial, staff and IT) efficiently and effectively by improvement of systems, reporting and compliance.
- Contribute to a learning culture and create a positive working environment for staff.
- The role holder will from time to time be required to undertake any other duties that are within the scope of this role.
- Take responsibility for their own health, safety and welfare, comply with H&S policy and procedures, and not act in any way that compromises the safety of themselves, colleagues or the public.
- The post holder may be required to travel internationally to provide support or participate in World Animal Protection’s activities as and when required.

Skills and Experience

Essential

- Good knowledge of the Data Protection Act and of the implications of the GDPR regulations (May 2018)
- A good working knowledge of information security principles and practice
- A good working knowledge of information risk analysis and risk management
- Ability to deal with confidential and/or sensitive issues and information
- Ability to work on own initiative with minimal supervision
- Ability to juggle conflicting demands and effectively prioritise
- Ability to communicate technical information to non-data specialist staff
- Good technical and non-technical documentation skills
- Excellent project management skills

Desirable

- Experience of working within a charity context and with a fundraising/marketing operation
- Working knowledge of the UK fundraising regulatory environment
Competencies/Behaviours

Attention to detail and methodical
Planning & organising
Team working, strong people skills
Influencing & negotiating
Being proactive

Last reviewed/updated: January 2018

*World Animal Protection operates in a matrix environment. This means we routinely work with colleagues from different locations, business units and cultures in cross-functional and virtual teams.

1 A global role works across geographic boundaries with a remit to enable the delivery of strategic organisational activity across the world, providing direct input and support at a local level as required. A local role is primarily focussed on the delivery of strategic organisational activity within a country or location, providing information and input to global strategy and directions as required.
Appendix One

World Animal Protection Information Governance Framework

- Information Governance Committee
- Information Governance Team
- Risk Management Team
- Asset/Records Management
- Business Managers
- Employees