

agapé uk†

Data Privacy Manager



Who are Agapé UK?

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An overview

We're Agapé UK. For over 50 years, we've been inspiring people to discover Jesus at home, at work, at university and abroad. As the UK arm of an international Christian charity, active in over 190 countries, we're bringing people together and seeing lives transformed.

Our vision That every person will have the opportunity to discover Jesus and live their life to the full in relationship with Him.

Our mission To respond to Jesus' call to invite people to follow Him, learn with them what it means to be His disciples, and inspire, encourage and enable them to invite others to do the same.

What do we do?



At home Agapé UK is strengthening relationships and promoting the importance of community and family life, to enhance the emotional and spiritual wellbeing of everyone in society. Through our FamilyLife resource and events, we're supporting people around the country to build flourishing relationships and strong marriages and discover what it means to have a lasting relationship with Jesus.

At work Agapé UK is equipping people to confidently live and share their faith at work. We're helping the UK's workforce to learn more about their professional strengths and weaknesses, achieve a healthy work life balance, and gain a sense of satisfaction and purpose at work. And, through our network of music professionals, we're sharing our faith through music.

At university Agapé UK has been active on university campuses across the UK for over 50 years – working with students to help them navigate the complexities of student life. Together, we're building student communities where people from all backgrounds can discover more about themselves and explore big questions about life, faith, and God.

And abroad Agapé UK is meeting the needs of people around the world, working with a number of international partners. This includes our humanitarian work with the Global Aid Network (GAIN UK), and the wider activities of the Agape Europe and Cru global networks.

Data Privacy Manager

Job description



The role

The Data Privacy Manager plays an important role in the organisation, managing, monitoring and improving data protection policies and procedures in compliance with the 2018 Data Protection Act and more specifically, the UK GDPR. Additionally, the role supports the wider area of Operations.

Based out of the UK headquarters in Birmingham, the Data Privacy Manager engages with all our staff in providing training and support, and works very closely with the IT Department and other Central Services Team staff based in the HQ. The working environment of the Data Privacy Manager is diverse and requires the management and balancing of multiple tasks at once.

Strategy

The Data Privacy Manager provides professional subject matter expertise on data protection to all Agapé UK staff. They are responsible for setting the data protection agenda, identifying how to improve the organisation's compliance to the UK GDPR, and determining levels of risk for processing activities and ministry tasks. Understanding that compliance is not only a legal obligation but seeking and serving the Lord through safeguarding and stewarding Agapé UK's network of ministry partners' rights and personal data well, they will provide strategic insight to the Executive Leadership Team.

Leadership

Flowing from their own personal walk with the Lord, the Data Privacy Manager will servant-heartedly determine the policy and strategic direction of compliance to the 2018 Data Protection Act which all staff in Agapé UK need to follow. The role supports and engages with staff across the organisation on a wide variety of matters from support tickets to consultation on various projects and enterprises.

They have overall responsibility for managing the data privacy risk register, leading the cyber-incident and data breach response, coordinating and overseeing the organisation's record of processing activities, training staff with DPIAs and risk management, responding to data subject access requests, liaising with third-party vendors and consulting with the ICO when necessary. The role will also involve collaboration with our global Agapé partners in Cru and across Europe.

Building a bridge

Ministry partners, donors, and those we meet through our ministries all place their trust in us when they share their personal data with Agapé UK and it is our responsibility to serve them by safeguarding it well. All of these people have rights under the GDPR and now more than ever, organisations are accountable for the preservation of those rights. We are looking for someone with the character and qualities that understands the legal requirements and the philosophy of the GDPR. Developing and maintaining effective and clear policies, training, transparency and a general commitment to compliance will ensure that field and admin staff can be equipped to conduct their ministry with integrity.

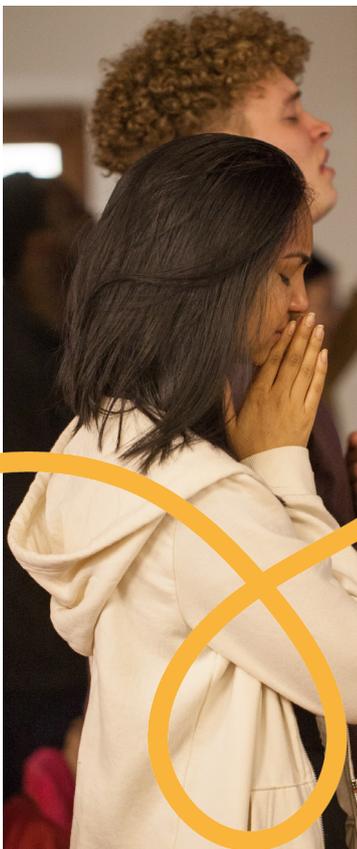
Front line

All Agapé UK staff live and breathe evangelism and discipleship and so staff are expected to be active in some kind of additional ministry. This could be expressed in a number of different ways: involvement in the local student movement in Birmingham, city-centre based initiatives, connecting with church leaders or in their own community context. Whatever the Lord may be calling the Data Privacy Manager to do, they will be provided with training in evangelism and discipleship.

Staff life

The funding for the Data Privacy Manager will come through individuals and churches giving to specifically fund the individual that God is calling. The first task of the successful applicant will be to develop a team of ministry partners who will pray for them and give financially to cover the salary and some of the expenses for the role. The extent of this can be open to discussion but there will be full training for this and you will be coached through this exciting and faith-growing process.

The Data Privacy Manager will be a point of contact for all Agapé UK staff and will be expected to be available during suspected data breach incidents to evaluate the scope and impact of the incident, with an expectation to be available out of hours if required. Their phone number will be made available to all staff and they will be required to monitor the data protection inbox on a regular basis.



The person

Who we are looking for

Faith

Primarily, we are looking for someone whose first love is Jesus. You have a heart for God and for seeing His Great Commission fulfilled and can articulate the part that God has called you to play in this. You have a desire to continue growing in your relationship with Christ and see working with Agapé UK as part of that. You are already integrated well into your local church community who will be excited to partner with you in this new adventure.

You love to see other believers grow in their faith and are looking forward to spiritually investing in the lives of people you work with.

Leadership

You bring leadership to your role and will be very approachable, with maturity when responding to different questions from staff. You take the initiative to research and understand the latest developments in data privacy legislation. You enjoy building relationships with a wide spectrum of people from board level to field staff to donors. You are comfortable under pressure and meeting multiple deadlines, and are not intimidated by reading and staying up to date with legal documents and contracts, interpreting them clearly as required to meet different levels of understanding.

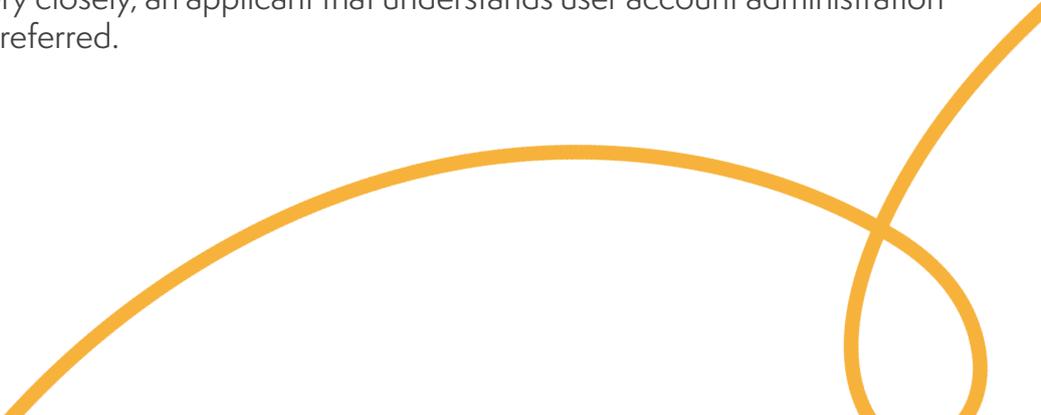
Character

As a disciple of Christ, you have a teachable spirit and approach this new role and Agapé UK as a learner. Your servantheartedness is evident to all in the way you eagerly desire to serve others. You are known for your high level of integrity and trustworthiness in both your work and personal life. You can identify areas in which you have seen the fruit of the Spirit grow in your life this past year and are aware of areas in which you still need to see growth.

Expertise

It is likely you have degree level qualifications but may have gained sufficient experience in the workplace in understanding policy, engaging with stakeholders, and performing under multiple deadlines. Prior experience of working with the UK GDPR requirements in administrative or office-based work is favoured. As you will be connecting with our overseas partners, by extension, familiarity with the EU GDPR is also preferable.

We are looking for an applicant with the readiness to dive into the world of data protection and develop as a subject matter expert, who also has high levels of adaptability and operational awareness; someone ready to act on intuition. Training will be available to develop this expertise. As a manager, you will be responsible for revising all privacy policies and so will need to have high initiative-taking skills and interpersonal skills as you will train and interact with all levels of staff on a regular basis. As this role will work with the IT team very closely, an applicant that understands user account administration and IT systems is preferred.



How to apply



What you need to do

If you feel God is leading you to work with Agapé UK in the Data Privacy Manager role please contact hr@agape.org.uk to request an application pack or to request further information.

The process

Before applying we recommend you discuss your interest in the role with your church leaders. From our experience the support and encouragement of your local church is important as you discern God's calling.

Once you have decided to apply you should complete an application form and send it to the HR Department at hr@agape.org.uk.

In accordance with Agapé UK's Justifiability and Diversity policies, this post has been identified as having an Occupational Requirement for the successful candidate to be a Christian supporting the aims and ethos of the organisation. Further details available on request.

Jesus came to them and said, "All authority in heaven and on earth has been given to me. Therefore go and make disciples of all nations, baptising them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age."

Matthew 28:18-20

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Registered office as left.

Registered charity in England & Wales (258421) and Scotland (SCO42332).
VAT No 200 1787 10.