

Careers



Compliance Administrator

Full time, based in London

As a Compliance Administrator, your primary focus will be to work closely with and provide assistance to the Data Protection Officer (DPO) in ensuring that everything we do is compliant with Data Protection Regulations. In addition, you will work on assigned projects and use your initiative to ensure that these projects are completed to the required standard and within the timescales set.

Projects include:

CCTV Project

- Liaising with sites to ensure we have correct contact details
- Ensure all CCTV codes of practice are sent out signed and returned
- Liaising with external buildings and contractors

General Data Protection Regulations (GDPR)

- Assisting the DPO and IT Project manager to ensure that CST is compliant with GDPR

Safeguarding

- Child Protection – ensuring that all our volunteers are DBS checked
- Assist with the roll out and development of CST's Safeguarding Policy

Day-to-day Data Management

- Responsible for the daily management of CST's physical data and for reducing any data that might be duplicated

The ideal candidate should have:

- Excellent communication skills – both written and verbal
- Ability to develop and maintain relationships (with our CCTV partners)
- Problem solving skills with a persistence to see issues resolved
- Superb organiser with a professional and mature manner
- Willingness to develop technical knowledge of various Data Processing issues
- Proactive and results orientated with the determination to see projects through from start to finish

Applicants are invited to submit their CV together with covering letter to careers@cst.org.uk, writing 'Compliance Administrator' in the subject heading.

Closing date for applications: 4 May 2018, but may close earlier if a suitable candidate is found.