



COMPLIANCE OFFICER (maternity cover)

Candidate Pack
July 2024



About CST



CST is the charity that **protects British Jews from terrorism and antisemitism**. It exists to ensure that Jewish people across the UK can lead the lives of their choice.

Widely recognised by police and government as a **unique model of best practice**, CST's research regularly informs public policy, helps to safeguard wider British society, and supports victims of antisemitism.

CST gained charitable status in 1994, though its origins lie in many decades of Jewish self-defence – both before and after World War Two. CST does not charge for any of its services and is almost entirely dependent on charitable donations to cover its costs.

Across the UK, 2,000 dedicated volunteers and over 100 members staff power CST's mission.

CST's mission



CST's mission is **to protect our UK Jewish community from antisemitism in both physical (primarily terrorism) and political forms**. This is what every member of CST's team does, whether staff, volunteers or trustees. We do it to facilitate British Jewish life, so it can be led as people wish.

Everything that CST does should contribute to protecting our community and fighting antisemitism. Every staff role and every department exist so that CST can best fulfil its mission. ***Together We Protect*** is not just a slogan, it is the reality of what we aim to do.

We do our utmost, individually and collectively, in pursuit of CST's mission. We should ask: *"What did I do today to protect our Jewish community, how can I do it better?"*. *"What did I do today to support CST colleagues, how can we work better together?"*.

Every British Jew benefits from CST's work and service, either directly or indirectly. This is the protection we give to schools, shuls, communal organisations and events, or the work we do against terrorism and antisemitism.

We strive to work in partnership with all British Jews, regardless of religious or political affiliation, together in common cause. We can only ever be as strong as our community enables us to be. This is the other meaning of *Together We Protect*, it is the mutual dependency between CST and our Jewish community (or communities).

Job description



Job title	Compliance Officer	Salary	TBC
Reports to	Director of Operations	Department	Compliance
Contract	Full-time, maternity cover	Location	NW London

Job purpose

As a Compliance Officer, you focus on supporting the organisation in driving our compliance culture forward and ensuring that the organisation is compliant in relation to all applicable legislations, regulations, and best practice. You will work closely with the Director of Operations and wider compliance team to ensure that the organisation operates in a legal and ethical manner while meeting our business objectives.

Areas of responsibility



Your key responsibilities for this role are as follows:

- Ensure compliance across the organisation with relevant legislation, such as the Charity Act and Data Protection legislation
- Ensure compliance throughout the organisation with the essential internal governing policies and documents (such as safeguarding policies, IT security policies and data protection policies)
- To act as the organisation's Data Protection Officer, and to lead on responding to Data Subject Access Requests
- Proactively audit processes, practices, and policies to identify weaknesses and update accordingly
- Review, develop and implement relevant policies and procedures and updates to best practices, researching key areas of legislation of best practice guidance to inform decision-making
- To address employee questions or concerns on legal compliance and GDPR/Data Protection
- To keep current on internal standards and business goals
- To act as the Designated Safeguarding Lead providing guidance and support to staff and volunteers on safeguarding issues
- Investigate and manage safeguarding concerns and incidents, ensuring appropriate actions are taken such as liaising with external agencies and regulatory bodies

Personal profile

You must be a team player, and have:

- A willingness to 'get stuck in' and help the team, as required
- The ability to play a key role in CST fundraising events, including our Annual Dinner
- A flexible approach to work, willing to work beyond 'regular hours' and 'job spec'

In this role, you should have the following personal profile:

- Experience of handling Data Subject Rights such as Subject Access Requests and Right to Erasure
- A good working knowledge of Data Protection legislation (including the recent changes made through GDPR)
- A good understanding of Safeguarding Legislation
- Excellent written and communication skills
- Strong project management skills as likely to juggle several projects at one time
- Possess the confidence to highlight or escalate concerns
- Excellent attention to detail
- Exceptional problem-solving skills with a persistence to see issues resolved or the successful completion of projects
- Customer-orientated and understand the urgency of replying to requests in a timely manner
- Ability to handle sensitive information with discretion and confidentiality

How to apply



Closing date Wednesday 31 July 2024

Applicants are invited to submit their CV together with covering letter to careers@cst.org.uk, with '**Compliance Officer**' as the subject header.

There is a two-stage interview process:

First round interviews: Week commencing 8 July. Conducted by CST's HR Director and Compliance Officer in the London Head Office.

Second round interviews: Week commencing 15 July. Conducted by CST's HR Director and Director of Operations in the London Head Office.