

Job Description

Compliance and Data Protection Officer

Hours:	Part time 3.5 days per week (26.25 hours)
Line Manager:	Academic Principal
Team:	Training / Training Administration
Location:	Easneye, Ware, Hertfordshire; (hybrid working is also possible)
Salary:	£24,524 per annum pro rata + benefits
Start date:	As soon as possible

All Nations Christian College has been leading the way in cross-cultural mission training for over 60 years. We provide a flexible undergraduate programme validated by The Open University, alongside specialist short courses and a well-established postgraduate programme for mission leaders. Based in the UK, Hertfordshire, we are an independent, evangelical, interdenominational Bible college welcoming students from all over the world. Our mission is to serve the global church by training disciples of Jesus Christ for mission in a multicultural world.

Role Overview

We are seeking a detail-oriented Compliance and Data Protection Officer (DPO) to ensure the College meets its legal and regulatory compliance requirements as an educational establishment and a charity. The focus of the role is to be responsible, with the support of the Training Administration team, for all reporting to regulatory bodies in a timely manner to ensure the College meets the requirements of the Office for Students (OfS), The Open University (OU), Higher Education Statistics Agency (HESA), UK Visas & Immigration (UKVI), UK General Data Protection Regulation (GDPR), Information Commissioner's Office (ICO), Competition and Marketing Authority (CMA) and other regulatory bodies. The postholder will also take on the role of Data Protection Officer (DPO) within the organisation and ensure that the college processes all personal data in compliance with UK data protection legislation.

Key Responsibilities

- Responsible for reporting internal information and meeting the reporting requirements of regulatory organisations – primarily the Office for Students (OfS), Higher Education Statistics Agency (HESA), the Open University (OU), the UK Visas & Immigration (UKVI), Competition and Marketing Authority (CMA) and the Information Commissioner's Office (ICO). This will be with the support of the Training Administration team and all other teams within the college.
- Collaborate with senior management and other department heads to ensure compliance
- Collaborate with cross-functional teams to ensure compliance relating to HR, Health and Safety, Safeguarding, Prevent, Communications and Finance.
- Serve as the point of contact for regulatory bodies and external auditors
- Prepare and submit reports to regulatory agencies and senior management as needed and within required deadlines

- Use external student data systems – such as HESA / Salesforce
- Perform research to remain informed regarding higher educational and other compliance requirements
- Monitor the College's compliance and internal policies to ensure they are up to date with relevant legislation, and draft new policies when required.
- Perform risk assessments to identify potential compliance issues and help the organisation understand compliance risk and scope
- Record findings accurately and follow up with senior management to ensure that issues are rectified
- Conduct investigations to discover the root cause of compliance problems when they arise
- Develop systems for data collection, tracking, managing and reporting

- As DPO, ensure all personal data and sensitive information is handled within the College according to UK GDPR guidelines
- Draft new and amend existing data protection policies, guidelines, and procedures, in consultation with key stakeholders
- Serve as the main point of contact within the organisation for staff members, regulators, and relevant authorities on issues related to data protection, and provide advice as required.
- Maintain records of all data processing activities within the College
- Conduct audits to ensure compliance and to address potential issues
- Train and advise all staff on compliance and GDPR regulations, how to meet, maintain and improve compliance requirements and the impact of non-compliance on the College.
- Review College external communication, marketing materials, websites and presentations to ensure compliance with regulations

What We're Looking For

Qualifications and Skills

Essential	Desirable
Educated to degree level minimum	
Excellent written and verbal communication skills, and ability to promote the college	
Strong organisational skills and ability to meet tight deadlines	
Ability to multi-task, use initiative and prioritise	
Excellent attention to detail with proof-reading skills and decision-making capability	
Familiarity with compliance tools and systems	Experience in a legal, audit or risk management role
High level IT skills in Microsoft Outlook, Excel, Word, PowerPoint	HESA Data Futures, OU Salesforce, UKVI, CMA, SMS systems, CRM systems

Ability to interpret complex legal and regulatory documents such as contracts	Project management skills, using project plans and trackers
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Experience

Essential	Desirable
Experience in a similar compliance role	Experience in a compliance role in higher education or an academic institution
A track record of working independently on projects and handling a wide variety of activities and confidential matters with discretion.	
Demonstrated proactive approaches to problem-solving	
Expertise and knowledge of best practice in Compliance and GDPR	
Succinct minute taking	

Aptitude and Values

Essential	Desirable
Professional, approachable and sensitive to those of other cultures	
A resourceful team-player, with the ability to also be extremely effective independently	
Calm under pressure with proven ability to meet targets and deadlines	
Able to work in a changing environment	
A heart for Christian cross-cultural mission	
High standard of integrity and ethics	

Other Information

- This role is located at our site in Ware, Hertfordshire; (hybrid working is also possible).
- It is a genuine requirement that the post holder is a committed Christian and fully supports the objectives of the college.
- All Nations Christian College is committed to safeguarding adults at risk, and children from abuse and neglect. We expect all staff who work with us to share this commitment.
- If you have a disability and wish to request a reasonable adjustment at any stage of the recruitment process, please contact hr@allnations.ac.uk
- Applicants must have the right to work in the UK.

Benefits

- Employer pension contributions of 8%. A salary sacrifice scheme option is also available.
- Life Assurance of three times salary
- Employee Assistance Programme
- 30 days holiday per annum pro rata plus bank holidays (excluding the May bank holidays) plus the days the College is closed between Christmas and New Year.
- Free, freshly prepared lunch at the College on your working days if on site.

To apply

Please send an updated CV and covering letter outlining your suitability for the role to hr@allnations.ac.uk Applications will be reviewed as received, and early applications are encouraged.