

VOLUNTEER ROLE DESCRIPTION

Name of Organisation: The Purim Trust

Our Vision:

Our hope is that the vulnerable and marginalised would come to know freedom and fulness of life through experiencing God's unconditional love. That through our work we could impart HOPE to those who are broken or in need – a HOPE that ignites purpose, restoration and self-sufficiency.

Our Mission:

- To offer children in our Child Sponsorship Programme everything they need to keep HOPE alive – not only their basic physical needs and education, but their spiritual needs as well. We want children to know that they are loved by God and that they matter.
- To work towards finding ways to help families become self-sufficient.
- And through all our work, especially our Trust Talks ministry, we want to inspire HOPE to those who have experienced trauma, shame or abuse, leading them to restoration and a life of freedom and purpose.

ROLE TITLE

GDPR & DATE PROTECTION ADVISOR

LOCATION

Working remotely (own laptop needed)



SALARY

Volunteer work



PURPOSE OF ROLE

To provide advice, guidance and support to staff, volunteers and beneficiaries of the charity on all matters relating to GDPR & Data Protection

ROLE DESCRIPTION

To support our marketing activities by providing up-to-date GDPR & Data Protection guidance and creating any policies required.

Additionally, providing expert advice, guidance and training to our team and ensuring that GDPR & Data Protection rules are embedded into all our programs and activities.



COMMITMENT

2 - 4 hours per month

Plus 1.5 hour Team Meeting every 3/4 months (for whole of UK team) for team building and support.



LIST OF EXAMPLES OF TASKS



- Provide advice, guidance, and support to our team on GDPR and Data Protection matters
- Deliver training to our staff, volunteers, and partners, and develop resources to support their learning and development on GDPR and Data Protection matters
- Work closely with other departments to ensure that GDPR and Data protection is integrated into all our programs and activities
- Establishing what policies are required based on our marketing activities
- Oversee our policy writing and any updates to current policies
- Write policies tailored to our activities in the UK and with our overseas partners
- Be the point of contact for anything relating to GDPR/Data Protection
- Join in meetings when required

SKILLS/ EXPERIENCE NEEDED



- Experience of working in a GDPR and Data Protection role is essential, ideally within a charity or non-governmental organisation
- Full GDPR & Data Protection training is essential
- Strong knowledge of GDPR and Data Protection legislation, policies, and procedures
- Ability to write policies
- Ability to explain and advise GDPR regulations in simple terms
- Being able to work with and communicate well with a team is essential
- Experience in managing data protection incidents and responding to data protection authority inquiries
- Ability to work on your own is also required



ENROLMENT & TRAINING

Individuals who are interested in volunteering must first complete an application form. After that, they will be scheduled for an interview. If they are accepted, they must agree to the terms of the agreement. Any successful applicants will be given a training induction session about what is expected of a Volunteer as well as background information about the charity to date and how to word/phrase/write things for our charity and branding.

