



Diocese of Westminster

Job Profile	Assistant to the Data Protection Officer
Department / Parish / Agency	Data Protection
Reporting to	Data Protection Officer
Cost Centre	125
Location / Address	Vaughan House, SW1P 1QN
Management of	n/a
Contract type	Permanent
Hours	35 hours per week
Salary	£30,000 - £35,000 per annum (dependent on experience)
Job reference number	819-125

Working in the Curia

At the diocese, we believe in nurturing and recognising talent. This role offers genuine scope for progression, rewarding individuals, who demonstrate the skills and commitment to drive meaningful impact – for themselves and the diocese.

This role is office-based, and during the six-month probationary period the post holder will be required to work in the office five days a week. Following successful completion of probation, some hybrid working arrangements may be available.

Job Purpose:

The help ensure that the Diocese of Westminster (DoW) meets its obligations under the UK General Data Protection Regulation (UK GDPR).

To assist in overseeing and promoting compliance across the organisation, ensuring that all data practices meet the highest standards of privacy and accountability.

To ensure accountability and competence in the role, the post holder must hold a data protection and/or privacy certificate or be willing to obtain one if they do not already have it.

Principle duties and responsibilities but not limited to:

Working with the DPO to develop and monitor policies and standards applicable to DoW in compliance with the UK GDPR and relevant legislation. Duties will include:

- Working with parishes to put in place measures that ensure data is managed in line with UK GDPR and other laws. This includes creating templates for data collection, helping with data mapping, and keeping records of how data is processed.
- Working with internal teams to review operations, projects, and data use to make sure they follow data privacy laws. When needed, advising on and checking privacy impact assessments, and helping with internal audits.
- Acting as the main contact for compliance questions, providing support and advice to Central Services, parishes, and other diocesan agencies.
- Reviewing third party data processing and data sharing arrangements.
- Assist with ongoing reviews of DoW's privacy governance framework and regular and ad hoc reporting on data privacy compliance.

- Creating and running privacy training in the Diocese, in person or online, to help employees and volunteers in Central Services and parishes understand data privacy and security.
- Coordinating, conducting and monitoring data privacy audits.
- Working with the Data Protection Officer to keep all legally required records up to date, and to quickly address any issues involving personal data, such as impact assessments, data breaches, complaints, claims, or notifications.
- Handling and advising on requests from individuals about their data rights under UK GDPR, as well as other related third-party requests.

Our Diocesan Values

Catholic social teaching covers all spheres of life, whether economic, political, personal or spiritual. At the heart of Catholic social teaching are the four ethical values of love, truth, justice, and freedom.

As the administrative support function of the diocese, here to serve our parishes, agencies and schools, it would be out of step if we did not hold similar values.

We believe that for us to succeed we aspire to be person-centered and place human dignity at our centre. We strive to take a holistic approach to the development of our people so that we may better serve the functions of our church.

Our core values are **Competence, Reliability, Honesty, Perseverance and Love.**

Competence

We strive to achieve total competence in all that we do. As an employer and as the administrative support function to our parishes, agencies and schools, we are committed to developing and maintaining our knowledge, our skills and our expertise at the highest level required to benefit those we serve.

Reliability

Because our parishes, agencies and schools rely on us to support them in the work that they do, we aspire to deliver excellent service with consistency. We can be depended upon to deliver on commitments and promises and make the lives of those we support more rewarding.

Honesty

We will act with integrity and truth, and be straightforward in our dealings with others at all times. We will challenge when appropriate, and act with fairness and transparency at all times. If we make an error, we will own that mistake and can be trusted to make it right. We will be authentic in our passion for the support we provide to our parishes, agencies and schools.

Perseverance

We shall always demonstrate a steady persistence in every course of action. We will be tenacious, disciplined and committed. Our collective perseverance speaks to continuing to provide support and service even when faced with difficulties and challenges. We shall be persistent in our pursuit of continual improvement and excellence, and demonstrate determination, tenacity and integrity in everything that we do.

Love

We will demonstrate our love through the dedication and devotion we extend to all our parishes, agencies and schools. We will consistently act with empathy, understanding and passion. We will value each other and celebrate colleagues' success; we will support, provide care and compassion to those who need it. We will be relied upon to be competent, reliable and honest.

Person specification:

This section outlines the things you will need to be able to demonstrate to be a successful in your role. We expect that you will work to our shared values in everything you do. In addition to our diocesan values, you will also need to be able to demonstrate the following areas.

The statements contained in the job description are not necessarily all-inclusive; additional duties may be assigned, and requirements may vary from time to time.

Competencies	Essential/ Desirable
Excellent Communication Skills: able to communicate clearly and effectively, at all levels i.e. employees, clergy etc.	E
Excellent Organisational Skills: able to manage multiple deadlines and maintain attention to detail	E
Collaborative Teamwork: proven ability to work effectively in teams by contributing ideas, supporting colleagues, and building positive relationships, while also demonstrating initiative and the capacity to work independently when required.	E
Problem Solving: able to approach challenges creatively and make informed decisions under pressure	E
Adaptability and Flexibility: comfortable with change, able to identify challenges and implement thoughtful solutions and adjust to new priorities and processes when needed.	E
Experience:	
Relevant experience in a similar role	E
Experience in UK data privacy compliance.	D
Experience working within a faith-based, non-profit, or charitable organisation	E
A desire and commitment to work for the Catholic Church	D
Basic understanding of the Catholic Church and its structure	D
Technical Skills:	
Monitoring and adhering to compliance policy.	E
Proficient in the use of Microsoft Outlook, Word, Excel, Teams and PowerPoint.	E
Graduate or relevant experience.	D
Hold at least one data protection and/or privacy certification, such as CIPP, CIPT, CIPM, ISEB, etc. or willingness to achieve within a short period of joining.	D
Other Requirements:	
Commitment to the mission and values of the Diocese of Westminster	E
Ability to handle confidential and sensitive information with discretion.	E

A DBS check may be requested for this role.