

## Senior Associate, Data Protection

Reporting to: Strategy Director

Hours of work: Full time, 37.5 hours per week, Monday to Friday

Contract type: 12-month fixed term contract, with likely extension to permanent

Location: Remote within UK, Belgium, France, Greece, Italy, Ireland and Netherlands, with hybrid working options available

Salary: Usually £40,000-£45,000 per annum, commensurate with experience.

Benefit: 25 days paid annual leave per annum plus all public and bank holidays; company pension scheme (dependent on country); parental leave; flexible working; company-provided MacBook Pro and iPhone; home-working allowance after successful completion of probationary period.

### Job Purpose

To support the delivery of AWO's data protection client services and projects.

The role primarily involves delivering data protection services to clients from a range of sectors, including but not limited to commercial clients, non-profit organisations and international humanitarian actors.

You will need to deliver some projects independently and others as part of a project team, under the supervision of the Senior Manager, DP and the Senior Advisor, DP.

### Job Duties and Responsibilities

As a new organisation, everyone pitches in with a range of tasks that will change over time, including delivering events and administrative work. You will be required to perform other tasks in addition to the below, as requested by the Directors.

The broad scope of the work is as follows:

#### *Data Protection Client Work*

You will be engaged in providing the following services to AWO clients:

- Providing advice on data protection and related matters, including the GDPR, Data Protection Act 2018, EU member state data protection law and data protection regulations of international organisations
- Providing advice on information technology law, including the e-Privacy Directive and the Privacy and Electronic Communications Regulations and EU member state law
- Drafting data protection policies and documents, including information notices and consent management.
- Drafting data sharing agreements, controller-processor agreements and contractual clauses
- Establishing and reviewing registers of data processing operations, risk assessment and accountability frameworks
- Conducting and supporting Data Protection Impact Assessments for new technologies, applications, projects and organisations



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- Providing data protection and privacy-by-design advice
- Devising and delivering data protection training packages
- Supporting Human Rights Impact Assessments by identifying, understanding, assessing and addressing adverse effects of a project, activity or developing technologies on human rights
- Attending client meetings, preparing briefings and presentations as required

## *Research and Report Writing*

- Monitoring developments in international, EU and national data protection law
- Monitoring developments in legislation and case law
- Drafting guidance for clients and general publications
- Producing reports, factsheets, briefs, press briefings and other material as required

## *Business development*

- Identifying potential new clients and business opportunities, procurement calls for contracted services and other funding opportunities
- Drafting grant bids and proposals, as agreed with the Directors
- Undertaking other administrative tasks associated with new business opportunities

## *Building Relationships*

- Building and developing relationships with a wide range of current and potential clients, including, but not limited to: multinational companies, SMEs, philanthropic funders, civil society organisations, charities, educational organisations tech-focussed funders, start-ups, Research and Development (R&D) projects, international humanitarian organisations
- Representing AWO in meetings with stakeholders and at public events

## *Project Management*

- Assisting with project management tasks including logistics and general administrative planning to deliver client work and projects to deadlines
- Maintaining contact with clients, suppliers and consultants to ensure tasks are completed, risks and issues are monitored and flagged and facilitate good communication

## *Organisational*

- Contributing to the development of AWO's culture and values
- Contributing to company policy and strategy development as required

## *Compliance*

- Complying with relevant AWO risk management and governance frameworks
- Complying with AWO policies and procedures e.g. expenses, time reporting

## Person Specification

This is an exciting opportunity for someone who is interested in working in data protection, can confidently work with clients and is keen to learn and develop as part of a growing organisation.

The role would best suit a candidate who wants to make a difference in a business environment that is also able to deliver positive social impact through a diverse client base.



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## *Qualifications, Experience and Skills*

- Data Protection Qualification (CIPP, Maastricht, etc.)
- Degree in Law - ideally trained and qualified at an international firm
- 5+ years experience of working in law, compliance and regulatory fields
- 3+ years experience of working specifically in Data Protection/GDPR
- Experience of managing and implementing requirements for compliance, technological and operational transition to GDPR
- Experience and knowledge of information and communications technologies and cyber-security desirable
- Experience working with diverse and/or remote teams; understanding of nature of remote work environment
- Able to produce excellent written work, which is well structured, clear and concise.
- Excellent command of English and communication skills across geographical locations
- Ability to work in French desirable

## *Behaviours and Competencies*

- Ability to manage client relationships independently with minimal supervision
- Comfort and desire to work from home as AWO is a remote-first organisation
- Keen to learn, develop and get involved in a wide range of tasks
- Excellent attention to detail
- Proactive, enthusiastic and a self-starter
- Comfortable with ambiguity: able to find a solution to achieving goals without precise instruction on getting there
- Ability to undertake a wide range and variety of tasks with conflicting deadlines and manage changing priorities
- Support AWO's ethos for treating colleagues as individuals, first and foremost
- Affinity for AWO's mission and approach to technology and policy

