



Information Security and GDPR Consultant

Global Dialogue

6th May 2021

Global Dialogue is an independent, international platform for philanthropic partnership, offering hosting, regranting, incubation and special initiatives capacity, enabling funders to work together to advance human rights and social change.

We currently host five large networks and collaborations, serving more than one hundred independent funders: Ariadne, the network of European funders for social change and human rights; the Funder's Initiative for Civil Society (FICS); the International Education Funders Group (IEFG); Migration Exchange; and Philanthropy for Social Justice and Peace (PSJP). We're proud of our track record of incubating influential, award-winning civil society organisations in the UK, including IMIX, the communications hub for the refugee and migrant sector, and RightsInfo (now EachOther).

We anticipate significant growth across our portfolio in 2021 and beyond and are seeking to strengthen our operations team with key consultancies including this one which focusses on information security and GDPR compliance.

Description

We have recently completed an Information Security Review and are now looking for support as we operationalise the outcomes. This will include implementing the review recommendations as well as helping to create a culture where good information security policy and practice is central to the way we work as an organisation.

We are looking for someone who has experience of working on information security in the NGO/charity sector, ideally in a human rights or social justice context, who is willing to take a hands-on approach to strengthening our internal processes for managing data, as well as recommend, implement and embed appropriate technical solutions. They will act as the first port of call for all information security and GDPR-related questions, help us to manage our risk where needed, and ensure that our approach to information security is fit for purpose.

Global Dialogue has an outsourced IT support team, and we use Microsoft Office 365 internally as well as a number of private platforms to support our collaborative online work with stakeholders.

Responsibilities

- Plan and implement the recommendations of the Information Security Review, ensuring information security across the organisation.
- Support Global Dialogue to roll out its Information Security policy across the organisation, ensuring that appropriate tools, process and systems are in place.
- Develop and deliver a programme of staff awareness training and foster a culture of data privacy within the organisation.

- Make recommendations and implement solutions regarding compliance with data protection laws including GDPR, and organisational policies and guidelines with respect to data protection.
- Review existing and new commercial agreements and contracts, including data processing agreements with data processors.
- Manage escalated queries on Information Security and GDPR from the Operations Team, bringing them to resolution by developing effective solutions.
- Support the Operations team to develop a communications strategy to engage with key stakeholders.
- Conduct risk assessments for new IT projects or managing high-risk information relating to sensitive programmatic work.
- Represent Global Dialogue in dealing with Data Protection Commission Officers, including complaints and data breach notifications.
- Track and maintain a log of all incidents, complaints, data breaches and notifications.

Requirements

- Proven track record in managing and implementing information security programmes.
- Bachelor degree in relevant subject.
- Experience of analysing work flows/ processes/system and effectively documenting them.
- Must have good people skills and the ability to interact and communicate effectively, orally and in writing, across all levels.
- Experience of working in the NGO/charity sector in the UK.

Scope of the work

We are looking to establish a long-term relationship with an independent consultant who can supply the above services through either a consultancy contract or a retainer arrangement.

In the first year of the agreement, we expect the successful applicant to provide up to twenty-five days of consultancy, with more intense period of activity over the first four months of the contract. Your application should include your expectations around daily rates and/or the cost of a monthly retainer.

Application Instructions

The closing date for applications is 17:00 GMT on Tuesday 1st June, and we expect to interview shortlisted candidates during the week commencing 7th June.

To apply please submit a maximum two-page CV and a short cover letter (maximum 2 sides A4) to operations@global-dialogue.org. Please use the following subject line: "Information Security: Last name, first name". The filename of your CV should be "LastnameFirstname_CV" and that of your cover letter should be "LastnameFirstname_Cover".

As part of any recruitment process, Global Dialogue collects and processes personal data relating to job applicants. Global Dialogue is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations. Please read our [Privacy Notice for job applicants](#).

Thank you for your interest in working with Global Dialogue. We look forward to hearing from you.