

## **AsIAM: FOI and GDPR Governance and Compliance Officer** **(<https://www.activelink.ie/node/111516>)**



### **FOI and GDPR Governance and Compliance Officer**

#### **The Organisation:**

AsIAM is Ireland's National Autism Charity based in Blackrock, Co. Dublin. AsIAM is a fast paced, growing organisation with a vision to create a society where every autistic person is accepted "as they are" – equal, valued, and respected. The organisation's purpose is to advocate for an inclusive society for autistic people that is accessible, accepted and affirming. AsIAM works to support the Autistic community and our families to fully engage in Irish life and build the capacity of society to facilitate true inclusion.

#### **The Role:**

AsIAM is seeking a results-driven, detail-oriented Governance and Compliance Officer to play a pivotal role in ensuring the charity's adherence to regulatory requirements, safeguarding and data protection standards. The successful applicant will have technical expertise with a particular focus on Freedom of Information (FOI) and General Data Protection Regulation (GDPR) compliance. The role will involve supporting the Head of Governance and Compliance in all governance matters and contributing to the charity's commitment to transparency, accountability, and ethical practices.

#### **Key Responsibilities:**

##### **FOI Compliance:**

- Manage and respond to FOI requests, ensuring all requests are handled in line with legal requirements.
- Develop and maintain FOI policies and procedures, providing training and guidance to staff on FOI obligations.
- Liaise with relevant internal departments to gather information for FOI requests, ensuring timely and accurate responses.

##### **GDPR Compliance:**

- Serve as the Data Protection Officer (DPO), overseeing all GDPR-related activities within the organisation.
- Develop, implement, and maintain GDPR policies, procedures, and guidelines.
- Conduct regular audits to ensure the charity's data processing activities comply with GDPR.
- Handle data breach notifications, coordinating with the Head of Governance and Compliance and reporting to the relevant authorities when necessary.
- Provide training and support to staff on data protection issues.

##### **General Governance:**

- Assist in the development and maintenance of governance frameworks, ensuring compliance with legal, regulatory, and best practice standards.
- Liaise with the Designated Liaison Persons to ensure child protection and adult safeguarding standards are met and policies are maintained.
- Support the Head of Governance and Compliance in preparing reports for the Board of Trustees and senior

management on compliance and governance matters.

- Monitor changes in relevant legislation and the regulatory environment and recommend appropriate action.
- Conduct regular internal audits to assess compliance with applicable laws and regulations.
- Develop and deliver training sessions on governance and compliance topics for staff and volunteers.
- Assist with the organisation's risk management register and supporting risk assessments.
- Ensure policy documentation in place and that they are operational and up to date.
- Maintain the schedule of policy updates.

## Stakeholder Engagement:

- Work closely with internal departments to promote a culture of compliance and good governance.
- Ensuring effective communication and reporting to external regulatory bodies.

## Qualifications and Experience

- Bachelor's degree with Law, Business Administration, Compliance, or a related field is preferable.
- Professional certification in data protection or compliance is highly desirable.
- Proven experience in a compliance role, ideally within the charity or non-profit sector.
- Strong knowledge of FOI legislation and GDPR requirements.
- Experience in developing and implementing governance frameworks and policies.
- Excellent communication skills, both written and verbal, with the ability to convey complex information clearly and concisely.
- High level of integrity, ethics, and professionalism.
- Strong organisational skills with the ability to manage multiple priorities and deadlines.

## Personal Attributes

- Attention to detail and a thorough approach to work.
- Ability to work independently and as part of a team.
- Proactive and solution-oriented mindset.
- Committed to the mission and values of AsIAM.

**Contract Duration:** This is an initial 1-year contract with the potential to extend.

**Salary and Benefits:** AsIAM will offer a salary and benefits commensurate with the AsIAM pay scale and experience.

**Location:** The role is based in AsIAM HQ in Blackrock, Co. Dublin.

**Interested applicants should submit a CV and cover letter to [lisa@asiam.ie](mailto:lisa@asiam.ie) (<mailto:lisa@asiam.ie>). The cover letter is a crucial part of your application.**

The closing date for receipt of applications is 30 October 2024.

Note: All candidates must be willing to undergo Garda Vetting should they be successful.

*AsIAM actively support inclusion in the workplace and will endeavour to provide reasonable accommodations as requested by candidates throughout the interview process for this position.*

*AsIAM is an equal opportunities employer who reserves the right to practice positive discrimination as set out by the Employment Equity Act, 1998.*

### Region

Blackrock, Co Dublin

### Date Entered/Updated

14th Oct, 2024

### Expiry Date

30th Oct, 2024

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**Source URL:** <https://www.activelink.ie/vacancies/civil-liberties-human-rights/111516-asiam-foi-and-gdpr-governance-and-compliance-officer>