

**We need  
people  
who are  
great with  
people.**



**Applicant Information Pack  
Data Quality Officer  
12 Month Fixed Term Contract**



<b>Hello and welcome</b>	<b>3</b>
<b>What's in it for you?</b>	<b>4</b>
<b>How we're structured</b>	<b>5</b>
<b>The Governance Team</b>	<b>6</b>
<b>The role</b>	<b>7 - 8</b>
<b>How to apply</b>	<b>9</b>

# Hello, it's you we're looking for.

We're Scouts and everyone's welcome here - all genders, races and backgrounds. We give over 400,000 4–25-year-olds the skills they need for school, college, university, the job interview: the skills they need for life.

Right across the UK, we're helping young people gain skills for life and find their place in the world. We help them speak up, play their part and shine bright. Scouts is the place to be yourself and find yourself.

These are young people who are not afraid to stand up for what they believe in, to do the right thing and think of others before themselves.

At a time when communities sometimes feel divided, Scouts brings people together. We're building stronger communities and contributing to a stronger society. All this is made possible by the generosity of our adult volunteers.

Now's a challenging time for us all, but Scouts has never been more important - giving young people purpose, hope, and a place to belong. With the launch of Squirrels for 4–6-year-olds, and opening more units in even more areas of deprivation, we're making more of a difference than ever.

Visit the Scouts online [here](#) for more on our values and [#SkillsforLife](#) strategy.



Carl Hankinson, UK Chief Volunteer



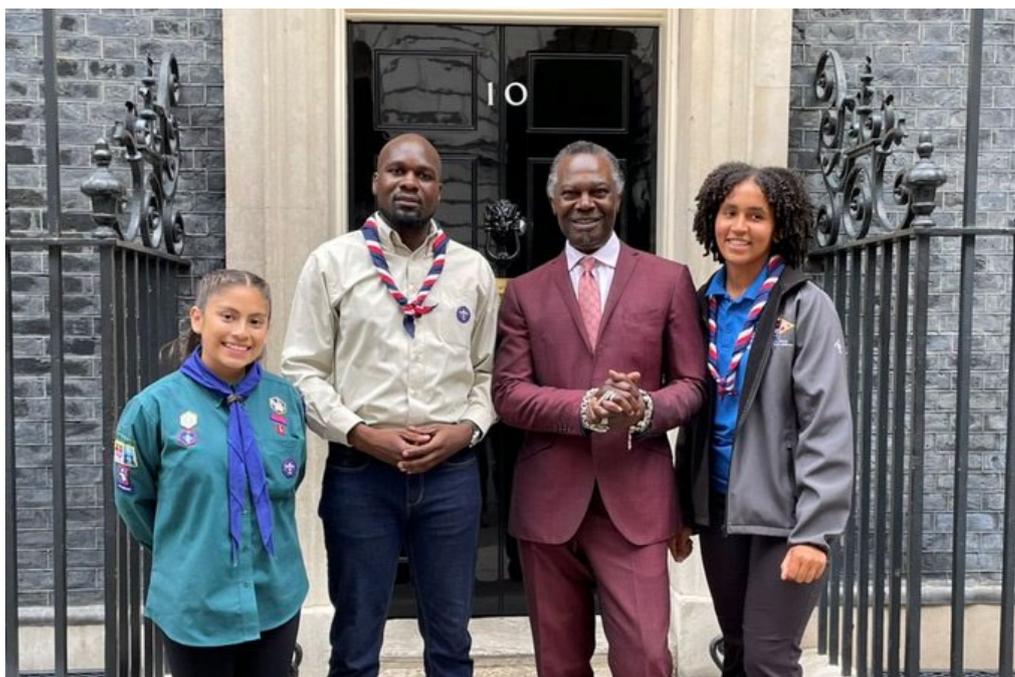
Matt Hyde, Chief Executive

---

**'At a time when communities sometimes feel divided, Scouts brings people together. We're building stronger communities and contributing to a stronger society.'**

**Carl Hankinson, UK Chief Volunteer**

---



Scout Ambassador, Dwayne Fields, Polar Explorer & TV Presenter (second from left) with celebrity chef Levy Roots (third from left) with our Scouts at 10 Downing Street, London UK

# You'll be helping change young people's lives. But what else is there for you?

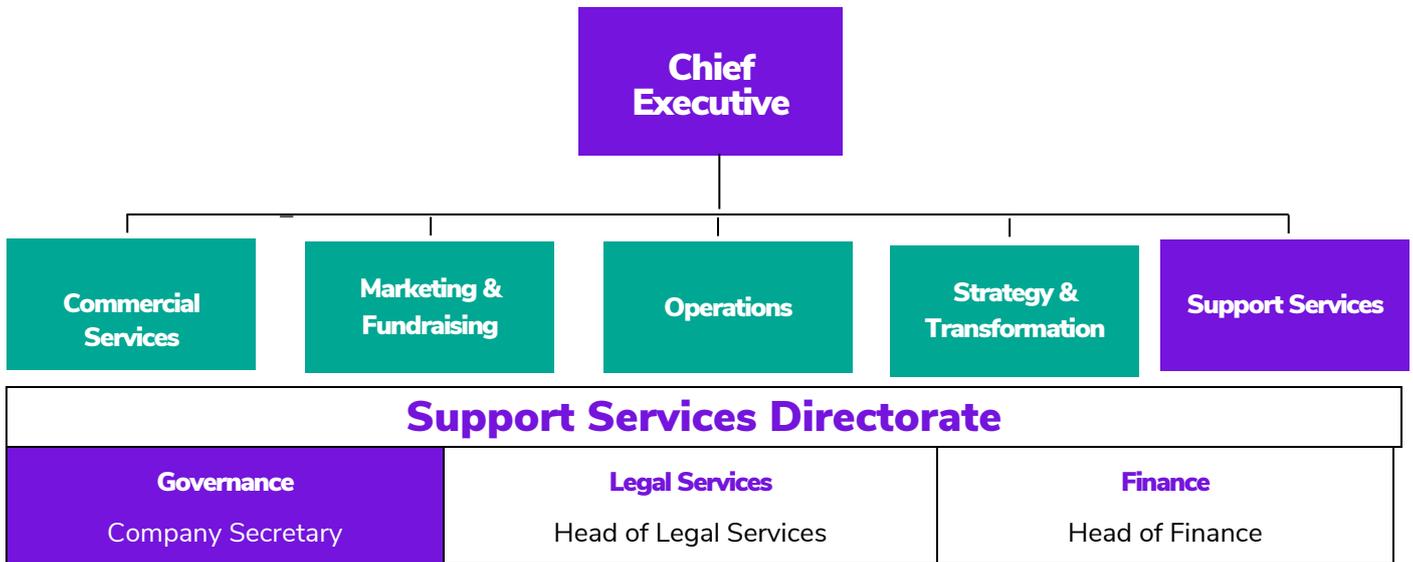
- Work in a way that suits you, your role and your department
- Be proud to say you're part of a team with [Investors in People \(Gold\)](#)
- Plenty of opportunity for learning and development
- 28 days holiday a year, plus bank holidays rising to 32 days after two years (and we don't insist you go camping)
- Four extra days to look after your family when they need you
- Three extra days over Christmas (that's our gift to you)
- When you're at the office, you'll be surrounded by 100 acres of beautiful woodland (that means lovely lunchtime walks)
- Be part of a team that believes having fun's important too, with team days, charity days and our new interactive Scout-themed collaboration hub (think tents!) creating a great informal environment for meeting and working

## Want to know more?

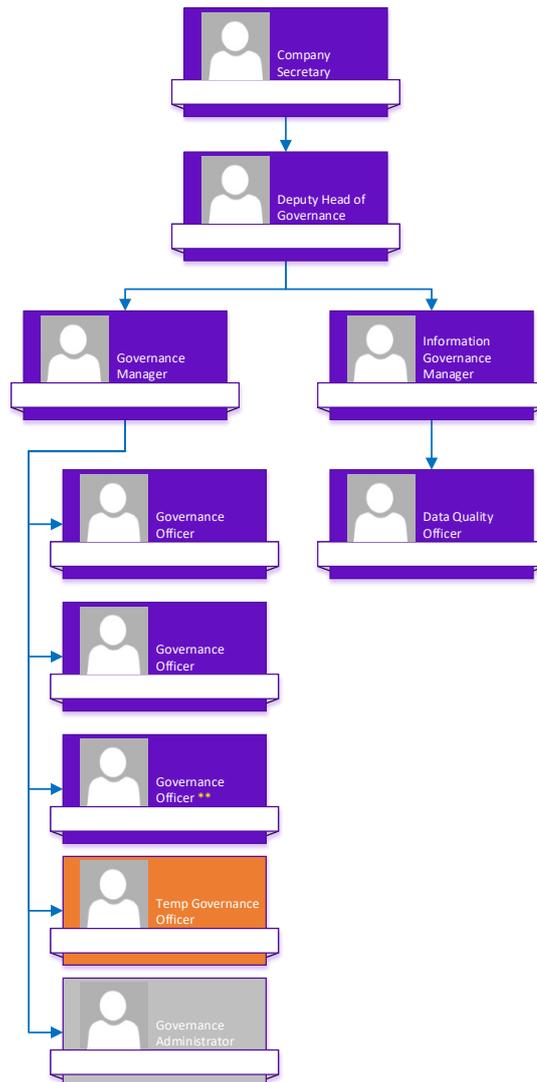
Check out our [benefits page](#)

# How we're structured

Our UK headquarters is based at Gilwell Park, Chingford, London, and is divided into five directorates:



## Governance Team Structure:



# We're the Governance Team.

## We're doing well, but you can help us do better.

Good information governance adds value. It is transparent and ethical, focused on tackling operational challenges in ways that complement the big picture vision. This is an exciting opportunity to join a team focused on supporting the organisation, in a project based role. If you have a keen interest in data protection and safeguarding case management we want to hear from you. It's a great opportunity to work with people who care about making a difference to young person's lives in a role that will be interesting, challenging and rewarding.

Andrew Maslen- Hiring Manager  
Information Governance Manager



# About the role

<b>Responsible to:</b>	Information Governance Manager
<b>Department:</b>	Governance
<b>Base Location:</b>	Gilwell Park, Chingford (Hybrid working)
<b>Role supports hybrid working:</b>	Yes – <a href="#">click here</a> for further details
<b>Term:</b>	Fixed term for 12 Months
<b>Salary:</b>	£33,476 per annum, Band E, Level 3 – Inclusive of Outer London Weighting
<b>Hours:</b>	35 hours per week
<b>DBS:</b>	Basic

## What's expected?

The purpose of the role is to lead on the data quality maintenance of the new DocuWare file management system. The system holds sensitive safeguarding information and plays a key role in our vetting and safeguarding processes. The role will involve maintaining the compliance of the data held by manually reviewing, cleansing and updating the information held. It will also include exploring possible AI options for future maintenance.

## Key accountabilities

- To understand the requirements of safeguarding case management and our principles for retaining and deleting data
- To develop a robust process to implement the retention principles for the new database
- Work closely with the Information Governance Manager and Safeguarding Team to ensure data is maintained in an appropriate way
- To ensure compliance with Data Protection Legislation
- Be prepared to consider and implement possible AI solutions
- To keep accurate records of the project and present updates to senior personnel at regular intervals raising concerns appropriately.

# About you

## Skills and abilities

- Aware of the sensitivities and importance of safeguarding cases and the information contained within them
- Ability to explain the key data protection and privacy concepts to non-experts.
- Ability to build strong relationships with people of different business and technical backgrounds.
- Strong communication skills are essential in their engagement with all company stakeholders to maintain a high level of data privacy awareness
- Strong task management ability, especially when managing others in the team
- Ability to keep sensitive information confidential
- Ability to communicate both orally and in writing in an effective and professional manner, whilst projecting a positive image of the organisation.
- Able to prioritise workload and meet deadlines.

## Knowledge, experience and qualifications

- Demonstrable experience in database management
- Experience in or ability to demonstrate understanding of safeguarding/child protection
- Working knowledge of the GDPR and Data Protection Act 2018 and information security.
- Educated to A level standard or equivalent experience
- GCSE A\*-C grade (or equivalent) in Maths and English Language

## Personal qualities

- Able to communicate effectively and professionally with people at all levels in the organisation
- Excellent written skills including proof reading and consistency checking
- Robust approach to dealing with sensitive subjects
- Team player with a supportive attitude to working in a busy, small team
- Highly organised and confidential especially when dealing with sensitive information.
- Self-motivated

# How to apply

Before making an application, please make sure that you've read the [Recruitment and Selection Policy](#).

Please submit an application via on [our jobs page](#) by **11:59pm on Friday 20<sup>th</sup> September 2024**.

To help us monitor the application of our [Equality, Diversity & Inclusion Policy](#), we'd be grateful if you'd also complete the Recruitment Monitoring questions on the Application Form.

[Interviews will be held on Thursday 3<sup>rd</sup> and Friday 4<sup>th</sup> October 2024.](#)

If you'd like to find out more to see if this role suits you, we'd be very happy to have an informal chat; please contact [Andrew.Maslen@scouts.org.uk](mailto:Andrew.Maslen@scouts.org.uk) to set up a call or virtual meeting.

