



The  
**Wildlife**  
Trusts

# Information Management and GDPR Lead

## RECRUITMENT PACK

**Salary: up to £35,000 per annum**

**Location: Hybrid working with occasional travel to other places of work**

**Full time (35 hours per week)**

**2 year initial contract with possibility of extension**





## About Us

The Wildlife Trusts are a grassroots movement of people from a wide range of backgrounds and all walks of life, who believe that we need nature and nature needs us. We have more than 944,000 members, over 38,000 volunteers, 3,600 staff and 600 trustees. There are 46 individual Wildlife Trusts, each of which is a place-based independent charity with its own legal identity, formed by groups of people getting together and working with others to make a positive difference to wildlife and future generations, starting where they live and work.

Every Wildlife Trust is part of The Wildlife Trusts federation and a corporate member of the Royal Society of Wildlife Trusts, a registered charity in its own right [founded in 1912](#) and one of the founding members of IUCN – the International Union for the Conservation of Nature. Taken together this federation of 47 charities is known as The Wildlife Trusts.

The next few years will be critical in determining what kind of world we all live in. We need to urgently reverse the loss of wildlife and put nature into recovery at scale if we are to prevent climate and ecological disaster. We recognise that this will require big, bold changes in the way The Wildlife Trusts work, not least in how we mobilise others and support them to organise within their own communities.



## About You

**Do you have expertise in information management, data governance, and GDPR compliance? Do you have experience developing and delivering data services that support organisational goals and compliance?**

We are looking to recruit an experienced Information Management and GDPR Lead to drive best practices in data governance, privacy, and compliance across The Wildlife Trusts federation. This role will develop and manage a data protection service that provides guidance, tools, and resources to help Trusts handle personal and non-personal data securely and effectively. You will oversee GDPR compliance, privacy notices, data-sharing agreements, and third-party processing, ensuring a consistent approach across the federation.

Alongside being our DPO, you will provide specialist support on areas such as subject access requests (SARs), monitor emerging legislation, develop and maintain template agreements, and ensure Trusts have access to legal expertise via external contractors. A key part of the role will be horizon scanning to keep The Wildlife Trusts informed and prepared for upcoming regulatory changes, which will include thinking about the governance of artificial intelligence for the RSWT and federation. You will also support shared data services, including the data lake, and help align CRM systems and third-party platforms with compliance requirements. Additionally you will monitor RSWTs risk exposure and compliance. We expect around 30/50% of the role will be supporting RSWT, with the other up to 70% providing support and consultancy to the Trusts.

This role is critical in embedding a solid data culture, ensuring Trusts have the right processes and tools to manage their data responsibly, effectively, and in alignment with evolving legal and regulatory frameworks.





## About You

You are an experienced information management and data protection professional with a deep understanding of GDPR and data governance. You have a track record of managing data protection services, providing expert guidance on privacy, compliance, and best practices. You are confident in interpreting and implementing data protection legislation, supporting teams to embed robust information management processes, and ensuring compliance across a complex federated organisation.

You are skilled in horizon scanning, keeping ahead of emerging data regulations and risks, and ensuring The Wildlife Trusts remain compliant and proactive in response to legislative changes. You are comfortable developing template agreements, privacy notices, and data-sharing policies, ensuring consistency and compliance across multiple Trusts.

With excellent communication and problem-solving skills, you can translate complex legal and technical requirements into clear, practical guidance. You have experience working across teams, building trust and engagement, and delivering training to improve data literacy and compliance awareness.

You thrive in collaborative environments, working with colleagues, legal advisors, and external experts to ensure The Wildlife Trusts' approach to data protection is effective, ethical, and legally sound. You are also adaptable, ready to support new data initiatives, such as the development of a data service and governance of the data lake.

This role is perfect for someone who is passionate about data ethics, privacy, and governance, and wants to make a meaningful impact by ensuring responsible and effective data use across a leading environmental movement.





## About You

**The Royal Society of Wildlife Trusts is committed to safeguarding and promoting the welfare of children and adults at risk. For applicable roles, applicants must be willing to undergo checks with past employers and Disclosure and Barring Service checks at the eligible level.**

**RSWT take our Safeguarding responsibilities extremely seriously. Please click [here](#) to read our commitment statement.**

**The Royal Society of Wildlife Trusts is committed to safeguarding and promoting the welfare of children and adults at risk. For applicable roles, applicants must be willing to undergo checks with past employers and Disclosure and Barring Service checks at the eligible level.**

**As a Disability Confident employer, we are committed to offering an interview to anyone with a disability that meets all the essential criteria for the post. Please let us know if you require any adjustments to make our recruitment process more accessible.**

**RSWT are committed to increasing the diversity of its staff through its Levelling the Field recruitment pledge and will put any ethnic minority applicants that meet all the essential criteria for the post through to the next stage of recruitment.**

**Please do not use artificial intelligence tools to assist you to complete the application form. We may not accept applications that have been completed utilising AI tools. If you would usually use tools such as these to assist you in filling in a form, please contact [tash.stewart@iris.co.uk](mailto:tash.stewart@iris.co.uk) to discuss this further and understand other options.**





## Job Description – Overall Purpose of Job

As part of the Business Services Digital Transformation team, the Information Management and GDPR Lead will develop and deliver The Wildlife Trusts' information management service and strategy, ensuring that data is effectively governed, protected, and used across the federation.

You will lead efforts to embed GDPR compliance, support Trusts in managing their data protection responsibilities, and oversee data-sharing agreements, privacy notices, and third-party processing compliance. You will also provide horizon scanning on regulatory changes and artificial intelligence, ensure the availability of template agreements, and facilitate access to Trilateral legal advisors.

## Job Description – Main Responsibilities

- 1. Managing a Data Protection Service for Trusts
  - Provide specialist GDPR guidance to Trusts on areas such as Legitimate Interest Assessments, subject access requests (SARs), privacy notices, data processing agreements (DPAs), and data-sharing policies.
  - Support Trusts in ensuring compliance with third-party agreements, and be available for ad hoc advice and support to Trust data leads.
  - Maintain a repository of GDPR resources, including aspects such as privacy notice templates and examples, retention schedules, and compliance checklists.
  - Develop and deliver training sessions on GDPR best practices, tailored to Wildlife Trust staff and volunteers. Manage the Trust wide community of practice.
  - Ensure Trusts have access to external legal advisors for complex data protection queries and compliance support.



## Job Description – Main Responsibilities

- 2. Strategic Leadership in Information Management
  - Develop and implement The Wildlife Trusts' Information Management Strategy, ensuring data is managed as a strategic asset.
  - Support the development of a data service, ensuring that Trusts can securely access, use, and share data in compliance with UK legislation.
  - Contribute to the governance and enhancement of the data lake, ensuring data is well-structured, accessible, and properly protected.
  - Support the integration of CRM systems and third-party tools with GDPR-compliant processes.
- 3. Data Standards, Processes & Compliance
  - Establish and maintain data classification, retention, and governance standards, supporting the use of digital tools such as Microsoft Purview.
  - Conduct GDPR compliance audits and develop recommendations for improvements.
  - Oversee privacy policy updates, ensuring that Trusts remain compliant with new and evolving data protection legislation.
  - Provide template agreements to Trusts, ensuring standardised compliance with GDPR.
  - Conduct horizon scanning to monitor and prepare for new regulations and legislative changes. This will include Artificial Intelligence.





## Job Description – Main Responsibilities

- 4. Collaboration Across Teams
  - Work with IT, GIS, Research & Evidence, and Business Operations teams to ensure cohesive data management practices.
  - Support Trusts in handling complex data requests, ensuring lawful and ethical data sharing.
  - Engage with external data protection experts, legal advisors, and regulatory bodies to stay ahead of emerging trends and best practices.

Occasional travel may be required within the UK.

For the organisation to work effectively you may be required to assist with other areas of work and therefore, you should be prepared to undertake other duties appropriate to the post, and any other reasonable duties required.

**All staff are ambassadors for the organisation both internally and externally and are expected to act in a professional manner at all times. They are required to abide by organisational rules, policies and procedures as laid down in the staff handbook, adopt environmentally friendly working practices, set and maintain high personal standards of efficiency and customer care and foster a 'can do' culture based on ownership, initiative, teamwork and exchange of information.**





## Person Specification

### Essential

- Key Competencies:
  - Excellent communication and interpersonal skills
  - Strategic thinking with a focus on long-term data stewardship
  - Ability to work independently and manage multiple priorities
  - A user-focused approach to service and support delivery
  - Capacity to contribute to organisational policy or guidance
- Experience:
  - Experience in information management, data governance, or a related field
  - Experience in developing and implementing information management strategies
  - Experience delivering training and guidance on data governance
- Knowledge and skills:
  - Excellent understanding of GDPR and data protection regulations
  - Ability to communicate complex data concepts to non-specialists
  - Excellent analytical and problem-solving skills





## Person Specification

### Desirable

- Key Competencies:
  - Ability to influence and build relationships across diverse stakeholders
  - Confidence in facilitating discussions or workshops
- Experience:
  - Experience working in the environmental or charity sector
  - Experience supporting the development of a data service or data lake
  - Experience working with federated organisations
- Knowledge and skills:
  - DAMA UK certification or data governance certification
  - Familiarity with Microsoft Purview or other data governance tools
  - Understanding of GIS and research data management





## Additional benefits of working for The Wildlife Trusts

- Private medical insurance
- Electric vehicle salary sacrifice scheme
- 26 days holiday per year plus 8 bank holidays
- 4 Concessionary Days
- Non-contributory Life Assurance Scheme
- Generous pension contribution
- Charity worker discount
- Employee Assistance Programme

**Closing date for applications: 22<sup>nd</sup> June 2025**

**First interview: 1<sup>st</sup> and 2<sup>nd</sup> July 2025**

**Second interview: 11<sup>th</sup> July 2025**

