

Data Officer Volunteer Role Description

Team: N&V Team

Commitment: 1 hour per week, Home-based

Supervisor: Piers Vimpany, Director of Finance and Resources

About Sands

Every single day in the UK, in spite of medical advances, 15 babies are stillborn or die within the first 28 days of life. Sands, the stillbirth and neonatal death charity, is a well-established and widely respected national charity that:

- Supports anyone affected by the death of a baby through our Helpline and our 100 Groups nationwide across the 4 devolved nations.
- Works in partnership with health professionals to ensure that bereaved parents and families receive the best possible care by transforming the culture and practice of perinatal bereavement care through our accredited training programmes and resources.
- Promotes changes in care that could help to reduce the loss of babies' lives by funding high impact research projects that identify the causes of stillbirth and point to ways of reducing their incidence.

The charity has grown its income by over 40% since 2012 and, as part of its strategic plan to 2020, is focusing on how we can make the biggest difference to improving the care and support available to bereaved parents and families, and building on our success in raising awareness of the issues relating to stillbirth and neonatal death. This is an especially exciting time at Sands as we reposition to become the leading charity in the sector.

What will I get out of this role?

- Experience of working for a charity with a UK-wide reach and impact
- Be part of a hard-working and friendly Group
- Satisfaction that you are assisting your Group and Sands to look after bereaved parents' and families' data to become GDPR compliant

What does the role involve?

- Taking the lead role in the collection and storing of personal data of the individuals that attend/receive information from Sands
- Being the main contact for Sands regarding GDPR matters within your Group
- Ensuring that data collected about individuals is stored correctly and deleted as required under the GDPR
- Signposting individuals to the online Consent Form (on Sands website) and keeping an up-to-date spreadsheet to record the consent that is received
- Ensuring that the information you hold on individuals is accurate and up to date
- Keeping up to date with Sands guidance regarding data
- Completing the *Guidelines for Groups workbook* and ensuring that your Group has a clear plan in working towards being GDPR compliant
- Advise other committee members on what is required of them under the GDPR
- Reporting back to Sands regarding any breaches of data that may have occurred, immediately
- Reporting back to Sands, on an annual basis, regarding the data that you hold (we will send you an easy-to-complete form)
- Attending any relevant training and/or workshops as required

Location

The role is home-based. If you require any particular equipment (such as a shredder or lockable file) to enable you to undertake this role, then your Group will be able to refund this expense.

Hours

The role requires a commitment of approximately 1 hour each week. The hours can be worked flexibly, as needed.

Skills and attributes required

- Basic literacy and numeracy, and proficiency in English
- An eye for detail and a thorough approach to work
- A basic understanding of Data Protection principles and a willingness to keep up to date with relevant legislation (such as GDPR)
- Good understanding of inputting and updating information on Excel spreadsheets
- A good ability to communicate with others and disseminate relevant information in a way which is accessible to all

Additional requirements

Over 18 years only

Support provided by Sands

You will receive on-going line management and support from Lorna Delayahu, Groups and Training Coordinator, and Piers Vimpany, Director of Finance and Resources.

Guidance on what is required from the role is outlined in the document ***Guidelines for Groups***. Further online Data Protection training will be offered and you will have the opportunity to attend Networking Events and Conferences.

Opportunities to attend:

- Sands national conference
- Regional Networking Days
- Occasional training opportunities