

LEGAL & COMPLIANCE ADMINISTRATOR



DIABETES UK
KNOW DIABETES. FIGHT DIABETES.

WELLNESS WALK
DIABETES UK

DIABETES UK
FIGHT DIABETES. FIGHT TOGETHER.

WHO WE ARE

For nearly 5 million people with diabetes in the UK, there's no day off. At Diabetes UK, we fight day in, day out for better care, treatment and support. We won't stop until diabetes can do no harm. With more people than ever living with diabetes and millions more at risk of developing type 2, our work has never been more needed.

We can't do any of this without you. Our staff are passionate and determined about helping everyone affected by diabetes. For over 85 years, they've been behind vital policy changes, as well as new treatments and technologies to make living with diabetes easier every day. But there's more to do. And you can be part of it.

We're a really diverse bunch and we recognise and respect your value as an individual.

As well as helping people with diabetes, you'll be part of one of the top 30 Best

UK Charities to Work For, and one of the top 75 Best Large Companies in London.

Tackling inequality is part of our mission, and we're committed to being a diverse and inclusive organisation, for all of our people and volunteers. We have a friendly and inclusive culture, with a range of staff networks and ways to get involved. You can find out more about our approach to equity, diversity and inclusion in our strategy here [EDI Strategy Branded version 22 March 2023.pdf](#).

Our vision is a world where diabetes can do no harm. Join us today, and together, we can make that a reality.



JOB DESCRIPTION

Role title: Legal & Compliance Administrator

Contract type: Permanent

Hours: 28

Band: 7

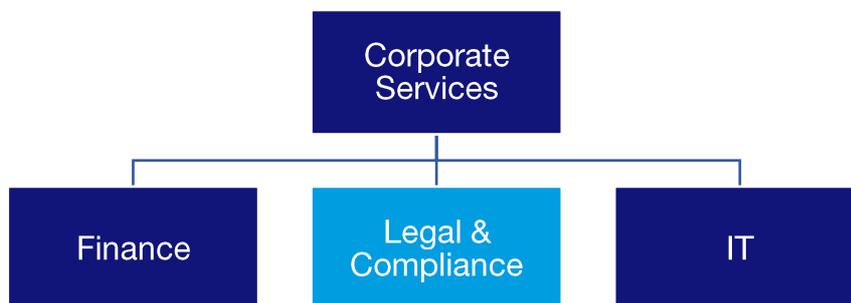
Key relationships (internal and external): Info Gov, Legal, Fundraising, Finance

- Key focus of the role: In this dynamic role, you'll be at the forefront of team developing, implementing and maintaining robust legal and compliance programmes to help ensure we comply with our regulatory obligations.

Directorate and team

This role sits in the [Legal & Compliance](#) in the [Corporate Services Department](#)

Department



Person specification

All jobs at Diabetes UK are based on

- The key activities you'll undertake and
- The skills, knowledge, experience and behaviours you need to be successful in this role

You will be able to:

Support the Information Governance & Risk Manager, Senior Information Governance Officers and Head of Legal & Compliance in developing, implementing and maintaining robust legal and compliance programmes to help ensure we comply with our regulatory obligations.

- Assist the Senior Information and Governance Officer in the administration of the Information Governance Management Group, including meeting scheduling, minutes and papers.
- Support the Senior Information and Governance Officers with maintaining up to date information logs
- Support with the administration of the Keeping Safe, Legal & Healthy compliance risk management framework.
- Call monitoring for ongoing campaigns for third party suppliers delivering telemarketing campaigns for the charity
- Assist the team in the day to day management and implementation of our compliance programmes including IG and the risk and contracts management framework with the General Data Protection Regulations and any successor legislation
- Work closely with members of the Information Governance Team to support in maintaining relevant Data Protection processes and procedures, including notifying risk leads of upcoming review dates
- Support the organisation in the collection of evidence for the NHS Digital IG Toolkit Assessment
- Develop and maintain good communications and working relationships with relevant stakeholders within and outside the organisation. The post holder will support the Information Governance and Risk Manager (IG Manager) in ensuring that Diabetes UK complies with the General Data Protection Regulation, Data Protection Act 2018 and other relevant legislation such as the e-Privacy regulations and the Freedom of Information Act.

- Maintain the contracts register and ROPA including logging new processing activity, and supporting the Information Governance Manager and the Senior Information and Governance Officers in risk logging
- Strictly Compliance (our quarterly Legal and Compliance newsletter) administration, including formatting and publishing

You will have experience in:

- Administrative role or willing to learn
- Information Governance or willing to learn
- Compliance or willing to learn

You will have skills in:

- Microsoft Excel/Word
- Other general administration duties for the Legal and Compliance Team such as scheduling meetings and training sessions, filing, telephone calls, taking and producing high quality minutes for wider distribution, iKnow update and Maintenance

You will have knowledge:

Data Protection and Fundraising regulations or willing to learn

The best person for this job will be (behaviours):

I make change happen

- Collaborative and strong team player.

I put people first

- Respects colleagues and is kind. Sees positive intent in those they work with. An enabling and empowering leader.

I keep things simple

- Has a strong focus on productivity and cost effectiveness keeping things as simple as they can be.

Qualifications/professional membership (if applicable):

N/A

BENEFITS

We know you do more than just work. And that means you might be a parent, carer, friend, volunteer or partner.

We want to make sure that we can help you create a good balance between work and the other parts of your life.

And one way we do that is with benefits we offer you.



Annual leave

We want you to make sure you get time off to rest and relax. So, all full-time permanent employees get 25 days off a year, with bank holidays on top of this.



Connected working

We have adopted a 'connected working' way of working. This means that, for most roles, you are not required to work in an office location every day.



Pension

We enrol everyone into our pension and all new colleagues joining us will get information on the pension scheme. We make an employer contribution of at least 5%.



Healthcare

Our cash healthcare plan that allows you to claim back the cost of regular health appointments and treatment, like the dentist and optician.



Learning and development

We help you to continually develop and achieve your career goals, including offering a wide range of training which happens throughout the year.



Gym membership

We have a gym membership discount scheme through our cash healthcare plan provider. You can use this at a wide variety of gyms around the UK.



Our Networks

A range of active and supportive colleague networks such as the Pride network, Global Majority network and Women's network.



Early finish Friday

Early finish Friday and flexible working as part of our approach to activity-based working (not applicable to roles with fixed shift patterns).



Employee assistance programme

Employee assistance programme to give you support on any issues that come up in life.



Annual season ticket loan

Annual season ticket loan* (on completion of your probation period and if contract is permanent or longer than 12 months).



Cycle to work scheme

Cycle to work scheme.

Get in touch

Email recruitment@diabetes.org.uk

Call **0345 123 2399**

Visit diabetes.org.uk

Search **Diabetes UK** on Facebook, Twitter, YouTube and Instagram

