



JOB DESCRIPTION

Position:	Data Manager (Part Time, 3 days per week)
Reports to:	Executive Director – Estates and Operations
Salary:	Dependent on Experience
Location:	Dumfries House, Cumnock/London/Remote

The King's Foundation

The King's Foundation is a charity founded by King Charles III and was first formed in 1990. Inspired by the vision and values of His Majesty, the Foundation focuses on creating better communities where people, places and the planet can coexist in harmony.

The charity offers education courses for over 15,000 students annually, health and wellbeing programmes for nearly 2,000 people every year, and spearheads placemaking and regeneration projects in the UK and overseas to revitalise communities and historic buildings.

The King's Foundation is headquartered at its flagship regeneration project, Dumfries House in Ayrshire, Scotland, and acts as custodian of other historic Royal sites including the Castle of Mey in Caithness, Scotland, and Highgrove Gardens in Gloucestershire, which are open to visitors. The Foundation also carries out its work at educational and cultural hubs in London, based at The King's Foundation School for Traditional Arts in Shoreditch, Trinity Buoy Wharf on the River Thames and the Garrison Chapel in Chelsea.

The work of The King's Foundation is underpinned by our Founder His Majesty The King's philosophy of harmony: that by understanding the balance, the order and the relationships between ourselves and the natural world we can create a more sustainable future. We have a diverse and inclusive workplace, creating a welcoming, safe space for everyone. This means that every member of our team can bring their whole self to work. We encourage qualified applicants from a wide range of backgrounds to apply to and join The King's Foundation and bring their valuable skills and experiences.

The Foundation is committed to the equal treatment of all current and prospective employees, including the provision of workplace adjustments. We do not tolerate discrimination based on protected characteristics (age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership) or other difference such as socio-economic background or social origin.

The Role:

The Data manager will ensure that the King's Foundation process personal data in lawful transparent and secure manner maintaining compliance with all relevant GDPR, DUAA and PECR laws.



The role will be responsible for establishing, monitoring and maintaining effective and compliant data protection processes across the organisation providing support and assistance day to day across the organisation working with the commercial teams.

The role will also require working collaboratively with the various departments and deliver training and guidance to colleagues in managing data and risks.

Key Tasks

Specific Duties will include:

- Monitor and report on compliance with UK GDPR, the Data Protection Act 2018, DUAA and Privacy and Electronic Communications Regulations.
- Develop, review and maintain data protection and data use policies, procedures.
- Develop and lead the data governance group.
- Oversee and support handling of rights requests (SARs, rectification, erasure, restriction, objection, portability), ensuring statutory timelines.
- Manage/coordinate personal data incidents, including triage, containment, risk assessment, documentation, and ICO/data subject notifications where required.
- Conduct post-incident reviews and improvement actions.
- Advise on data sharing agreements, controller/processor arrangements, and joint controller agreements.
- Develop and deliver data protection training, guidance materials, and targeted awareness campaigns.
- Work closely with, IT, HR, marketing and Development teams to align privacy and security controls.

Person Specification

The essential skills, knowledge and experience required are:

- 3-years' experience in data protection required.
- Specialist knowledge of UK GDPR and the Data Protection Act 2018, and new legislation in relation to charities and commercial organisations.
- Experience applying data protection principles in practice.
- Experience developing, implementing and maintaining practical data protection and data use policies, procedures.
- Ability to work independently, manage competing priorities and provide pragmatic, solution-focused advice in a dynamic organisation.
- Experience providing privacy advice in a complex organisation (public, private, or third sector).
- Experience handling data subject rights requests and managing or advising on personal data incidents/breaches.
- Ability to interpret legislation and guidance and translate it into clear, practical actions and controls.
- Ability to work effectively on a part-time basis, prioritising workload and meeting statutory deadlines.



Desirable:

- Experience of working in the charity, not for Profit or education sector.
- Experience of working in a marketing background.
- Working across multiple teams.
- Recognised privacy qualification in Data Protection, or equivalent.
- Experience developing training and guidance to ensure good data protection and data use practices across an organisation.

Other:

- The post will be based at Dumfries House, Cumnock/London/Home Based with the requirement to travel on occasion.
- Your working hours will be 22.5 hours per week, flexible 3 days over 5.
- You must have the legal right to work in the UK.

Applications: Please submit a cover letter and CV (please note one A4 page maximum each for CV and letter) to Gordon Watson, email address: - hr.recruitment@kings-foundation.org and request an application form.

Closing date for applications: Friday 5th of June 2026 at 5pm