



**THE RELIGIOUS SOCIETY OF FRIENDS (Quakers) IN BRITAIN  
THE SOUTHERN MARCHES AREA QUAKER MEETING  
CYFARFOD CRYNWYR RHANBARTH Y GORORAU DEHEUOL**

Registered charity number: 1134528

*The Governing Document says, 'The object of Southern Marches Area Quaker Meeting is the furtherance of the general religious and charitable purposes of the Religious Society of Friends (Quakers) in Britain in the area of Southern Marches Area Quaker Meeting and beyond.'*

*Quaker faith and practice (5th Edition - London, 2013) is the current Book of Christian Discipline of the Yearly Meeting of the Religious Society of Friends (Quakers) in Britain and contains guidance on the right ordering of Britain Yearly Meeting of which Southern Marches Area Meeting is a constituent part.*

It strengthens our witness as a religious society and encourages us in our living of the testimonies. It inspires us to action, corporately in our meetings or individually and in groups. It searches our spiritual depths and refreshes our spiritual life as individuals and corporately. It reinforces the sense of community in our meetings QF&P 6.01

*Our Governing Document refers directly to it for guidance and the way that we work. (See also <http://qfp.quaker.org.uk/> for an interactive version of Qf&P).*

Throughout this document the abbreviations; Area Meeting, AM and SMAQM refer to Southern Marches Area Quaker Meeting; BYM and YM refer to Britain Yearly Meeting and QF&P refers to Quaker Faith & Practice

The purpose of this document is to help SMAQM Nominations Committee with their discernment and to describe to Friends who are approached with regard to this role the extent of the role and the demands that it will place on anyone who is appointed.

## **Job/Role Description: Data Protection Manager**

### 1. List of main responsibilities:

- Overseeing appropriate use of List of Friends
- Ensuring compliance with legal requirements regarding retention of data by List Editor and Membership Secretary
- Keeping up-to-date with changes in relevant legislation and communicating those changes to List Editor and Membership Secretary

### 2. Administrative tasks involved (e.g. preparation, reports, arranging meetings, records):

- Occasional emails

3. Frequency, location and types of meetings involved:

- Occasional attendance at Area Meeting

4. Approximate monthly time commitment:

- Two hours

5. Legal requirements, if any, relating to post:

- Data Protection Act requirements

6. Trienniums expected (and progression):

- Two

7. Training needed to start, and ongoing:

- An understanding of the legislation and keeping up-to-date with changes

### **Personal Qualities and abilities**

8. Personal qualities and skills needed:

- Diligence
- Perseverance

9. Technical, computer use or administrative skills needed:

- Knowledge of computer database and spreadsheet use
- Access to Internet for research

10. Experience needed, or desirable:

- General IT skills and awareness

11. Is membership required?

- No, probably not

12. Knowledge of Quaker Business Method required?

- No, probably not

### **Support in place for the post holder after appointment**

13. Sources of support (including identified 'mentor/s'):

- Area Meeting Lead Trustee
- Past role holders

14. Quaker Faith and Practice references:

- 4.47

15. Other helpful sources of information and guidance:

- Friends House Recording Clerk and advisers
- Data Safety and Information Security - a document produced by Friends House

16. Help with expenses:

- By request to Area Meeting Treasurer

**Comments and helpful information (e.g. from previous post holder)**

- For practical reasons this role is best held by the List Editor or the Membership Clerk

**Date: 24th April 2017**