

Apprentice Information Governance

Job Level	Apprentice	Job Reference No:	12598
		Role review date:	February 2026
Directorate	Internal Services	Function	Information Governance Team
Service	Information Governance	Reports to:	Information Governance Officer

Scale and scope of role

Direct reports	0	Indirect reports	0
Budget responsibility/accountability	None	Accountable for other resources	None

In addition to formal line management, as described above, the role will also be informally supervised and directed by managers with the Information Governance Team. This will be explained on appointment and kept under review.

Context

The British Red Cross helps anyone, anywhere in the UK and around the world to get the support they need if crisis strikes, connecting human kindness with human crisis. We enable vulnerable people to prepare for and withstand emergencies in their own communities. And when the crisis is over, we help them to recover and move on with their lives.

We are part of the Red Cross and Red Crescent global humanitarian network.

Our Values and Principles

Our values – **compassionate, courageous, inclusive, and dynamic** underpin everything we do. As part of the Red Cross and Red Crescent Movement, we are committed to humanity, impartiality, neutrality, independence, voluntary service, unity, and universality.

Diversity

At the British Red Cross, we are looking for the right people to help us provide support to millions of people affected by crisis. We celebrate diversity and want you to bring your authentic self to work. We offer equal opportunities to everyone regardless of age, disability, gender identity, race, religion, or sexual orientation.

We want you to feel that you are in an inclusive environment, and a great position to help us spread the power of kindness.

Purpose of the role

This apprenticeship offers a unique opportunity to gain hands-on experience in Information Governance, supporting compliance with data protection legislation and organisational policies. You will learn how to manage information securely, respond to data subject requests, and contribute to projects that strengthen our governance framework. Alongside your role, you

will complete a nationally recognised qualification in Information Governance or Data Protection.

In collaboration with **Steadfast Training**, we are offering an exciting opportunity for a dedicated person to join our Data Protection and Information Governance Practitioner Level 4 apprenticeship scheme.

Key responsibilities

Apprenticeship

- Pursue a 20-month Data Protection and Information Governance Practitioner Level 4 apprenticeship scheme.
- You will dedicate approximately six hours per week to off-the-job learning.
- Undertaking training and personal development to upskill in data protection and Information Governance apprenticeship materials and other available resources.
- Access mentoring and coaching from experienced professionals within the team and external.
- Participate in workshops and e-learning on data protection, cyber security and information governance.
- Proactively manage time to complete apprenticeship learning.
- Regularly share their apprenticeship learning with colleagues.
- Apply their apprenticeship learning to drive continuous improvement.
- Participate in the British Red Cross Apprenticeship community.

Data Protection & Information Governance

- Assist with managing data subject access requests and other rights under UK GDPR.
- Support the maintenance of records of processing activities and data sharing agreements.
- Help monitor compliance with internal policies and external regulatory requirements.
- Contribute to privacy impact assessments and risk reviews.
- Provide administrative support for governance meetings and audits.
- Engage with colleagues across the organisation to promote best practice in data handling.
- Participate in projects to improve information governance processes and tools.
- Support in managing our inbox, replying to queries from colleagues in the organisation and external.

Team Member

- Actively participates in all team meetings.
- Supports other team members.
- Works and behaves in accordance with all BRC policies, procedures and in line with our Values in Action.
- Upholds the fundamental principles of the Red Cross and acts with integrity, in accordance with the Society's values (inclusive, compassionate, courageous and dynamics).

The duties and responsibilities described are not a comprehensive list and additional tasks may be assigned from time to time that are in line with the level of the role.

What You'll Get in Return

- 36 days annual leave (including bank holidays), plus option to buy 5 extra days.
- Flexible working arrangements.
- Access to wellbeing support and advice helpline.
- Opportunities for career progression within the British Red Cross.

Pre-engagement checks

Criminal Records

Type of criminal record checks required for this role

England and Wales – Disclosure and Barring Service (DBS)
• None
Scotland
• None
Northern Ireland
• None

Drivers Check - Required – No

Person Specification

Requirements	Evidence obtained through Shortlisting (S), Interview (I), Assessment (A)		
Knowledge and Skills	S	I	A
Essential <ul style="list-style-type: none">- A keen interest in data protection, information Governance, privacy and compliance.- Strong organisational skills and attention to detail.- Ability to work independently and as part of a team.- Excellent communication skills across written and verbal communication and willingness to learn.- Flexible, can adapt to different tasks quickly.- Confident using Microsoft 365 and able to learn new software.- English GCSE- Level 4 or above.- Ability to meet deadlines and juggle a range of tasks.	X	X	
Desirable	X	X	X

n/a			
Experience	S	I	A
Essential <ul style="list-style-type: none"> - As this is an Apprenticeship there are no essential experience requirements 			
Desirable <ul style="list-style-type: none"> - Positive and enthusiastic approach to data protection, information Governance, privacy and compliance. 	X	X	
Additional requirements			
Essential <ul style="list-style-type: none"> - Ensures inclusive practice, challenges discrimination and promotes diversity in line with our Equality, Diversity and Inclusion (EDI) policy. 	X	X	
Desirable n/a			
Values in Action			
Dynamic - We move forward as one team. <ul style="list-style-type: none"> - Every day, we're adapting, innovating and learning. - When the unexpected happens, we are calm, quick and efficient. - We respond smartly, using clear processes and systems. 	X	X	
Compassionate - We stand for kindness. <ul style="list-style-type: none"> - People come first, no matter who or where they are. - We have genuine, open-minded conversations. - Together, we're a united force for good. 	X	X	
Inclusive - We are open to all. <ul style="list-style-type: none"> - We treat each other with dignity and respect. - Every person's uniqueness is valued, supported and celebrated. - Our individual backgrounds and experiences make our organisation stronger. 	X	X	
Courageous - We are bold. <ul style="list-style-type: none"> - We show our strength by doing the right thing. - We aren't scared to test our creative ideas. - As humanitarians, we go the extra mile to help people in crisis. 	X	X	

We guarantee an interview to disabled candidates (as defined in the 2010 Equality Act), who meet the minimum shortlisting criteria in the advertised person specification and apply under the disability confident scheme.

Applicants with qualifications at degree level or above relevant to Data protection/governance, IT security and Risk management will unfortunately not be eligible for this apprentice role.

The closing date for your application is 23.59hrs on xxx January 2026. We reserve the right to close the advert early given high volume of applications. **Interviews are expected to take place w/c xxx February.**

Please note: The successful candidate must be available to commence employment by Early March.