



Alzheimer's
Society

Data Governance Manager

Job description

It will take a society to beat dementia. Alzheimer's Society.



Who we are

Dementia is the UK's biggest killer. One in three people born in the UK today will develop dementia in their lifetime.

At Alzheimer's Society, we're the UK's leading dementia charity and the only one to tackle all aspects of dementia by giving help and hope to people living with dementia today and in the future. We give vital support to people facing the most frightening times of their lives, while also funding groundbreaking research and campaigning to make dementia the priority it should be.

Together with our supporters, we're working towards a world where dementia no longer devastates lives.

Our values

Our values tell everyone who we are as an organisation.

Our values make sure that our focus is clear for the challenges and opportunities ahead and remind us of what we all stand for.

Our values are evident in everything we do, how we do it and how we work together.

These are not just words on a wall, we live these every day in all our work. We are determined to make a difference when and where it matters most, by being passionate, focussed and making a lasting impact for people affected by dementia.



Determined to make a difference

We're passionate, we're focused and we make a lasting impact for everyone living with dementia.



Trusted expert

We're listening, we're learning and we use experience and evidence.



Better together

We're open, we combine our strengths and we achieve more together.



Compassionate

We're kind, we're honest and we don't shy away from challenges.

Through our values we will make the greatest difference for people affected by dementia. Whether you are someone living with dementia, a family member or carer, a supporter, a donor, a colleague from another organisation, an employee or a volunteer, these four values will shape your experience with Alzheimer's Society.

Data Governance Manager

Position in the organisation

Reports to the Data Governance and Quality Senior Manager

Member of our Data team.

Part of our Technology directorate.

Purpose of this role

At Alzheimer's Society we are advisors, supporters, fundraisers, researchers, influencers, communicators, technical specialist and so much more. We are volunteers, we are employees, and together we are here to make a difference to the lives of people with dementia and their carers.

Data sits at the heart of everything we do — from understanding the needs of the people we support, to evaluating the impact of our research and improving how we work. As we grow our ambitions to become a truly data-informed organisation, we are looking for an experienced Data Governance Manager to help us realise that vision.

Reporting to the Data Governance and Quality Senior Manager, you will play a key role in developing, embedding and continuously improving data governance practices across the Society. You will support the delivery of our data governance framework, help drive a culture where colleagues take ownership of data quality, and ensure our data is managed responsibly, ethically and in compliance with relevant legislation.

A key part of this role is supporting the Data Lighthouse Initiative — a cross-organisational working group that brings together data champions from across the Society to surface, prioritise and resolve data quality issues. You will help facilitate this community, deliver practical improvements, and build a culture of trusted, transparent and discoverable data.

We are looking for someone who exemplifies our values, someone who is: **Determined to make a difference** when and where it matters most. **A trusted expert** who believes in working **Better together** and demonstrates true **Compassion**.

Key accountabilities and responsibilities

Data Governance Framework

- Support the design, implementation and evolution of the Society's data governance and quality framework, ensuring alignment with organisational strategy, regulatory obligations and data ethics principles.
- Maintain and communicate data governance policies, standards and guidance, ensuring they are accessible and understood across the organisation.
- Support the operation of data governance boards and working groups, preparing papers, tracking actions and following up on commitments.
- Contribute to the roll-out of the Society's data ownership model, working with colleagues across directorates to embed accountability and responsibility for data assets.

Data Quality

- Support the implementation of the Society's data quality tracking mechanisms, helping to define standards, metrics and monitoring processes.
- Provide targeted, practical support to teams experiencing data quality challenges — identifying root causes and implementing sustainable improvements.
- Track and report on data quality performance over time, contributing to a culture of continuous improvement.
- Help maintain the Society's data catalogue, data dictionary and metadata management practices to support data discoverability and trust.

- Support the management of data issues, contributing to root cause analysis and the improvement of data processes and systems.

Data Lighthouse Initiative

- Play an active role in the Data Lighthouse Initiative, supporting the Senior Manager in facilitating the community of data champions from across the Society.
- Help shape and facilitate regular sessions to identify, prioritise and resolve data quality issues.
- Promote collaboration, best practice and knowledge sharing to build a culture where data is treated as a valued organisational asset.
- Help deliver measurable data quality improvements and quick wins that contribute to the Society's long-term data maturity ambitions.

Data Protection and Compliance

- Support the organisation's compliance with UK GDPR and the Data Protection Act 2018, working closely with the Data Protection Officer and Information Governance colleagues.
- Assist with Data Protection Impact Assessments (DPIAs), records of processing activity and other compliance activities where data governance input is required.
- Keep up to date with changes in data protection legislation and guidance and help communicate implications across the organisation.

Data Ethics and AI Governance

- Support the development of ethical frameworks for data use, including governance considerations for the use of AI and advanced analytics.
- Promote responsible data use across the organisation, ensuring that the rights and needs of people affected by dementia remain central.

Data Sharing and Partnerships

- Provide advice and guidance on data sharing arrangements with external partners, funders and other organisations, ensuring appropriate safeguards are in place.
- Assist with drafting and reviewing data sharing agreements, working with legal and compliance colleagues as required.

Stakeholder Engagement and Capability Building

- Engage with colleagues across the organisation to embed data governance practices in day-to-day work, communicating complex concepts clearly to non-technical audiences.
- Develop and deliver training, guidance and communications to build data literacy and governance awareness across the charity.
- Contribute to tracking data maturity across the organisation and to improvement planning.
- Represent the Data team in relevant internal forums, championing the Society's commitment to using data responsibly for social good.

We are looking for someone who can...

- Adhere to all the Society's service standards, policies and procedures.
- Comply with the data protection regulations, ensuring that information on clients remains confidential.
- Be responsible for personal learning and development, to support the learning and development of others and the whole organisation.
- Work in a manner that facilitates inclusion, particularly of people with dementia.
- Implement the Society's health and safety policy and procedures, ensuring that all practices and procedures are undertaken in accordance with a healthy and safe working environment and that all

staff and volunteers for whom you may be responsible are aware of their responsibilities in respect of their role, monitoring data and recommending action as required.

- Administrate and organise own work to ensure that it is accurate and meets quality targets, reasonable deadlines, and reporting requirements.
- Follow the Society's management information guidelines and requirements, including ensuring appropriate monthly measures on service usage levels are collected and submitted on the services database or other systems in accordance with deadlines.

Person specification and selection criteria

Skills & knowledge	Application (A) or Interview (I)
Proven experience in a data governance or data quality role, ideally within a complex or multi-stakeholder organisation.	A/I
Good understanding of data management principles, including data lifecycle, metadata, data quality frameworks and data lineage.	A/I
Familiarity with UK GDPR, data protection legislation and data ethics best practice.	A/I
Experience supporting the implementation of data governance frameworks, policies, standards and best practices. Specific experience implementing the DAMA framework or an Enterprise Data Catalog would be an advantage.	A/I
Experience engaging and advising a diverse range of stakeholders on data governance approaches.	A/I
Ability to translate technical data concepts into clear, accessible guidance for non-technical audiences.	A/I
Strong analytical and problem-solving skills, with the ability to navigate ambiguity and assess complex data risks.	A/I
Experience contributing to cross-organisational data initiatives or communities of practice.	A/I
Strong understanding of data quality management, including identifying root causes of data issues and implementing sustainable improvements.	A/I
Competencies & personal attributes	Application (A) or interview (I)

Be a team player, supporting colleagues when there are deadlines, and who knows when to ask for help themselves.	A/I
Be a self-starter and incredibly motivated.	A/I
Excellent organisational and timekeeping skills.	A/I
Excellent attention to detail.	A/I
Non-judgemental communication	A/I
Commitment to and understanding of equal opportunities	A/I
Understanding of the inclusion agenda and its relevance within a diverse society	A/I

Follow us on Twitter and Instagram @Alzheimerssoc and Like us on Facebook or check out Alzheimer's Society YouTube channel [youtube.com/AlzheimersSociety](https://www.youtube.com/AlzheimersSociety)

Criminal Record Check

This post may be subject to a satisfactory Criminal Records Check, from either the Disclosure and Barring Service (England & Wales), Disclosure Scotland Check (Scotland) or AccessNI (Northern Ireland). Please select the level of Check required for this role:

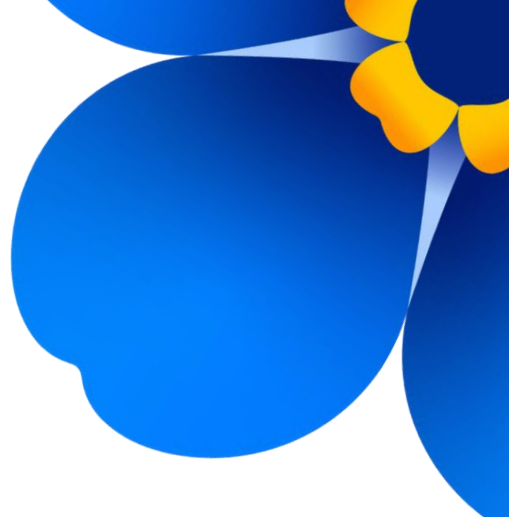
Basic

Enhanced

Not Applicable

Candidates - If you require further information regarding Criminal Records Check, then please contact: **careers@alzheimers.org.uk**

Hiring Managers - If you require further information regarding Criminal Records Check for this role, then please contact: **Employeesupport@alzheimers.org.uk**



Our benefits



Financial Security

- Group Personal Pension Plan with Scottish Widows – with up to 8% employer contributions rate
- Life Assurance Scheme – two times your annual salary
- Society Plus and Smart Spending App – giving you unbeatable savings at hundreds of retailers



Health & Wellbeing

- Health Cash Plan
- 24/7 Employee Assistance Programme including online and face to face coooselling
- Discounted gym membership with Society Plus
- Lived Experience Networks
- Mental health app and unlimited therapy



Personal Development

- Apprenticeships
- Leadership development programme
- Financial support towards relevant professional qualifications



Family & Dependants

- Enhanced family leave - 16 weeks paid for all parents
- Paid time off work for fertility treatments for both partners
- Paid carers leave
- Paid dependants leave
- Paid compassionate and bereavement leave
- Paid time off work to support those transitioning



Recognition

- Annual people awards
- Long service awards
- Thank you eCards
- Values Hero and Society Legend Awards



Work Life Balance

- Annual leave of 27 days increasing to 30, plus bank holidays
- Career breaks of up to 3 months
- Flexible working
- Wellbeing leave