

Security Compliance Manager

Job description

Together we are help and hope for everyone living with dementia



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.

Security Compliance Manager

Position in the organisation

Reports to the Head of Cyber Security

Line Manages Security Compliance Analysts

Member of our Cyber Security 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.

To lead on the development, implementation, and maintenance of Alzheimer's Society's security compliance framework. The role ensures that the organisation operates in line with recognised security standards (e.g. ISO27001, Cyber Essentials Plus, PCI-DSS) and regulatory requirements such as GDPR. The post holder will work closely with Technology, Data Governance, and wider business teams to embed a culture of security compliance, provide expert advice, and monitor adherence to policies, processes, and controls.

The Security Compliance Manager will act as a subject matter expert for security compliance, enabling the Society to manage risks effectively, protect sensitive information, and maintain trust with supporters, staff, volunteers, and partners.

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

This role aligns with SFIA 9 level 6 SCTY (Information Security).

- Develop, implement, and maintain the Society's security compliance programme, ensuring alignment with GDPR, ISO27001, PCI-DSS, Cyber Essentials Plus, and other relevant standards.
- Monitor and report on compliance status across security controls, highlighting risks, gaps, and remediation plans to senior stakeholders.
- Lead security audits, assessments, and assurance activities, coordinating internal and external reviews as required.
- Work closely with Information Governance, Data Protection, and Technology teams to ensure joined-up compliance activity.
- Support risk management processes, including maintenance of the Information Security Risk Register and ensuring risks are identified, assessed, and treated appropriately.
- Produce clear and actionable compliance reports for senior management, including metrics, dashboards, and recommendations.
- Provide subject matter expertise on security compliance in projects, procurement, and third-party supplier assessments.
- Develop and deliver staff awareness and training programmes on security responsibilities, policies, and compliance requirements.
- Maintain knowledge of emerging legislation, standards, and best practice, advising the Society on implications and required changes.
- Build effective relationships with auditors, regulators, and external partners to demonstrate Alzheimer's Society's commitment to security compliance.

- Provide leadership and direction to Security Analysts, setting objectives, supporting development, and ensuring work is aligned to organisational goals.

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)
Strong understanding of information security controls and compliance frameworks (ISO27001, GDPR, PCI-DSS) and experience of applying these methodologies to ensure organisational and regulatory requirements.	A/I
Experience of leading org-wide audits and compliance assessments to assure adherence to standards and certification requirements.	A/I
Strong communication skills, with the ability to provide clear guidance on technical and regulatory requirements to technical and non-technical stakeholders.	A/I
Experience of maintaining and updating risk registers, communicating risk impact to different audiences, and tracking mitigation actions through to completion.	A/I
Experience of evaluating IT and data security controls, ensuring compliance with organisational policies and standards.	A/I
Strong presentation skills; ability to prepare clear and insightful compliance reports, dashboards and recommendation to stakeholders to inform decision-making.	I
Experience of managing third-party suppliers, ensuring contractual and compliance obligations are met.	A/I

Continuous improvement mindset, with commitment to maintain professional competence and keep up with evolving security, compliance and data protection practices. (desirable)	A
Strong management skills; ability to create a high performing team through providing support, guidance and encouraging skills development.	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

Delete if not required This post will 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). If you require further information regarding Criminal Records Check, then please contact: careers@alzheimers.org.uk *Delete if not required*

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)

Our benefits



Financial Security

- Group Personal Pension Plan with Scottish Widows – with up to 8% employer contribution 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 counselling
- Discounted gym membership with Society Plus
- Lived Experience Networks
- Mental health app and unlimited therapy



Personal Development

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



Family & Dependents

- 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