



Governance and Compliance Co-ordinator

 **Exeter, EX2 4AN / Hybrid / Remote**

Permanent contract

Part time (20hrs/week)

Salary Range: £14,451.61 - £16,516.13

(FTE £28k - £32K)

Reports to: Finance Director



Life at Air...

Every day brings something new at Air Marketing and we are always ready to respond with our A-game. We are a team of ambitious individuals with a genuine desire to inspire and drive one another.

Enjoying our work is especially important at Air - a fast paced, caring and collaborative environment helps us to mould the best possible working culture for each and every one of us.

With hybrid working on offer (we all love being in our awesome office but we understand times have changed), additional holiday allowance, monthly social events and some other great benefits at our fingertips, Air is a fantastic place to work.

The Role

As our Governance and Compliance Coordinator, you will play a key role in supporting the delivery of effective information governance and data protection compliance across the organisation. You'll provide comprehensive administrative support and assist the Finance Director to ensure governance processes run smoothly and efficiently.

We're looking for a proactive and detail-oriented individual who will contribute to promoting a culture of continuous improvement, effective risk management, and compliance. In return, you'll be valued, challenged, and rewarded - and you'll have fun working in our fast-paced, collaborative environment.

You will also uphold the company's values and support the achievement of wider business goals and targets.

Responsibilities

Data Protection and Governance Support

- Maintain a solid understanding of UK data protection legislation and stay updated on regulatory changes.
- Log, acknowledge, and track incoming requests for information (e.g. Subject Access Requests), ensuring statutory deadlines are met and records are properly maintained.
- Assist with compiling and organising evidence for internal audits, supporting the organisation's alignment with ISO27001.
- Support the maintenance of the Incident Management Log, including follow-up actions related to data protection breaches and near misses.
- Provide administrative support to the Executive Leadership Team (ELT) for Data Sharing Agreements and Data Protection Impact Assessments.
- Assist the Finance Director in updating and reviewing the central register of risks and incidents.

General Administrative Duties

- Support the New Business Team by providing data security information for tenders and compiling details for new client contracts.
- Collate and organise Standard Operating Procedures (SOPs) to develop a centralised library.
- Maintain and update tracking spreadsheets and action logs to support governance compliance across departments.
- Contribute to awareness-raising initiatives, including staff inductions and internal training.
- Coordinate and provide administrative support for governance-related meetings, forums, and internal reviews.
- Carry out other administrative tasks for the Finance Director as required.

The Ideal Candidate

- Proven experience in an administrative role, ideally within an information governance or compliance setting.
- Basic understanding of UK Data Protection legislation.
- Strong organisational and time management skills.
- Excellent attention to detail and document control.
- Proficiency with Microsoft Office, SharePoint, and document management systems.
- Ability to manage multiple tasks and prioritise workload effectively.
- Comfortable working under pressure and meeting deadlines.
- Capable of working both independently and collaboratively as part of a team.
- Excellent written and verbal communication skills.

Benefits

- Competitive salary
- Continuous development support
- 23 days holiday (plus bank holidays) + increase with length of service
- Work-from-home days
- Fun and healthy working environment with refreshments provided
- Monthly company lunch
- Wellness program

To Apply

[Click here](#) to apply by filling out the on-page form.