



Making a real difference,  
in our own lovely way

Twinkl is a unique place to work, where our teams go above and beyond each day to make a genuine difference. The company was founded **'To help those who teach'** and this ongoing desire fuels everything we do. It's a mission shared by everyone who works here, giving us each a sense of purpose and genuine achievement.

We all work hard and we're driven to improve lives through innovative products and meaningful relationships. Yet the really big difference is that we work with smiles on our faces, in a lovely environment that genuinely puts people before process.





# Helping teachers create more lightbulb moments

We transform lives by helping those who teach. We do this by creating award-winning teaching, planning and assessment materials that can be used from birth and beyond.

We're extremely proud to say that Twinkl is used by the majority of UK primary schools, plus widely around the world. It's an honour to lead the way and play our part to help teachers deliver more lightbulb learning moments and improve the life chances of children everywhere.

## Inspired to make a difference for teachers

Twinkl's story began in January 2010, when co-founders Jonathan and Susie Seaton were inspired to provide classroom resources for teachers.

Susie was teaching at the time and saw that colleagues shared her own frustrations at not being able to find the resources they needed. In that eureka moment, Twinkl was created.

Then, as now, the company's aim was 'To help those who teach' by providing high-quality teaching resources for the entire teaching community.

What started as a small but ambitious 'after work' business quickly grew.

By 2014, Twinkl had 45 employees and had already moved to its current Sheffield HQ. Things didn't stop there.

Today, Twinkl is the world's largest provider of high-quality, printable, primary teaching resources.

We've become a multi-national organisation, with over 400 team members around the globe.





## One aim: To help those who teach

As you might have gathered by now, Twinkl is driven by a strong sense of purpose. We're proud that our mission is and always will be, 'To Help Those Who Teach'.

It's this goal which inspires us to produce quality resources that help teachers nurture a genuine love of learning. With this support, teachers can deliver the kind of great education that gives children a chance to shape their own futures.

Of course, this challenge brings a responsibility to do our best each day for the teachers, parents, childminders, nursery workers and of course, the children who use Twinkl resources.

### Our values touch everything we do

The unique Twinkl way of working is something we're very proud of and is an asset that sets us apart from other organisations.

This special Twinkl culture is created by fusing four core values. You can see these here, together with the aims and principles we use to build each one.

#### Our Mission

*We help those who teach.*

#### Our Vision

To nurture a **love of learning**, giving **every person** the chance to **shape their future**.

#### Our Values

##### **Lead the way.**

Ownership. Innovation. Making a difference. Embracing change. Smart working. Collaboration.

##### **Go above and beyond.**

People over process. Exceeding expectations. Helpfulness. Excellence. Amazing others.

##### **Do the right thing.**

Trust. Understanding. Transparency. Safety. Dependability. Integrity.

##### **Be lovely.**

Positivity. Humility. Inclusivity. Healthy challenge. Relationships. Fun.





## Setting Twinkl apart from the rest

Our values are the four cornerstones of Twinkl and can be found in everything we do. One example of these in action is how we go above and beyond to creating lovely environments where our teams thrive.

We also do the right thing by providing free healthy snacks each day, plus fruit juice, tea and delicious 'proper' coffee. Plus, we listen to feedback and lead the way with ongoing training, development and caring support.

**Incredible Opportunities** - Enjoy the freedom and opportunity to forge a meaningful career, doing things that change the world.

**Personal Development** - Tell us the skills you'd like to learn and grow and we'll help you to reach your goals. Monthly meetings with your manager give you a structure to shape your own career path.

**Lovely People** - Twinkl people are kind and supportive, working together to help the business and individuals succeed.

**Special Culture** - People matter more than process and Twinkl's values make this a special place to be.

**Unique Extras** - There are frequent team socials, from board games to cocktail making to Virtual Reality!

**10% Scheme** - Get the chance to pitch your own exciting Twinkl project and devote 10% of your time each week to working on this.

**Inspirational Environment** - If you work in our office, you'll find comfortable break-out areas, places to mix and mingle, relaxing dining areas, plus our wonderful 6th floor café.

**Wellbeing Workshops** - From Indian head massages at your desk, to breakout quizzes in our café area, mindfulness workshops, sign language events and more, Twinkl cares for the wellbeing of the team.

# Data Protection Officer

Location: Twinkl HQ, Sheffield

Annual Salary: £18,000 - £19,000

Hours: 37.5 hours/week

Contract: Permanent

## Job Description

The Data Protection Officer role is to take responsibility for the company's adherence to Data Protection and specifically GDPR regulation. The role covers all areas within the company. This is an exciting opportunity for a capable and ambitious person to take on a key role in a growing, multi-national company.

- To monitor compliance with the GDPR and other data protection laws, including managing internal data protection activities, advise on data protection impact assessments; train staff and conduct internal audits;
- Carry out internal compliance audits;
- Liaise with and act as the point of contact for the data protection supervisory authorities;
- Build and maintain audit trails, policies, documentation and the risk and controls structures;
- To be the point of contact for individuals whose data is processed (employees, customers etc.);
- Implement processes to manage compliance efforts across the business which provide a pragmatic and balanced approach to compliance and business;
- Oversee the maintenance of records required to demonstrate data protection compliance;
- Lead a data incident response and data breach notification procedure;
- Provide updates on the data protection compliance programme to the Executive and Management Team as appropriate;
- Review existing policies and procedures, identifying gaps and making enhancements where needed to mitigate identified risks;
- Maintain current knowledge of laws and regulations, keep abreast of recent changes.

### Core Skills:

- Confident presentation skills;
- Experience drafting and implementing new policies and procedures;
- Ability to liaise and work closely with senior staff members;
- Experience understanding and monitoring regulations;
- Understanding of risk, with the skills and experience to conduct and monitor risk assessments across multiple departments;
- The ability to provide clear advice and direction even when faced with competing demands and short deadlines;
- Knowledge of global and national data protection laws and practices, as well as the European General Data Protection Regulation (GDPR).

### Beneficial but not essential:

- Knowledge of the UK educational market.

### Soft Skills:

- Is good fun to be with and has the ability to communicate well with others;
- Is organised, able to work to deadlines, and manages time effectively;
- Is able to communicate with colleagues and our external partners effectively, both written and verbally;
- Has a hard work ethic, is passionate, driven and loves what they do;
- Is honest, trustworthy and reliable;
- Produces quality work and is ready to learn new skills.

### Qualifications & Experience:

- A degree level qualification in a related subject.

## What if one opportunity could change your life?

As we hope you've gathered, we look for very special people to join us at Twinkl. We don't offer jobs. We don't even offer careers. Instead, we provide the opportunity to make a genuine difference. So if you're inspired to be part of Twinkl's amazing journey, we'd love to receive your CV today.

Team Twinkl<sub>x</sub>