

Role Title: SAR & FOI Administrator

Salary: Band 7

Location: Sir Henry Mitchell House, Bradford

Report to: Information Governance Manager

About Us

Bradford Children and Families Trust is committed to delivering high-quality, impactful services that make a real difference for children, young people, and families across the district. We work in partnership to safeguard and support children, ensuring they are safe and able to reach their full potential.

Our focus is on continuous improvement and innovation—from expanding early help and family support to strengthening fostering and care leaver services. We are investing in new models of care, building strong local networks, and creating opportunities for children to thrive in their communities.

By joining us, you'll be part of a team that values collaboration, inclusion, and professional growth, all while driving positive change for Bradford's children and families.

Job Overview

As a SAR & FOI Administrator, you will be the first point of contact for all information governance queries, including Data Subject Access Requests (DSARs) and Freedom of Information (FOI) requests.

You will manage complex and high-volume information requests, ensuring compliance with statutory timescales and relevant legislation such as the Data Protection Act 2018, UK GDPR, and FOI Act.

Your role involves applying appropriate exemptions and redactions, drafting correspondence, and compiling accurate documentation.

You will maintain and update internal registers and databases to track requests, while continuously developing your knowledge of information governance best practices.

This position requires strong attention to detail, discretion when handling sensitive data.



Main Duties and Responsibilities

- Act as an initial point of contact for all information governance queries, including DSARs and FOI requests received into the Trust from individuals, businesses and other authorities for personal information under the Data Protection Act 2018 and the UK GDPR.
- Apply appropriate exemptions and redactions in line with Data Protection Act 2018, UK GDPR, and FOI legislation.
- Coordinate and respond to complex and high-volume information requests within statutory timescales.
- Draft documentation including letters, and compile documents and records.
- Identify and obtain relevant electronic and hard copy documents
- Maintain and update internal databases and SAR/FOI registers to ensure accurate tracking and reporting.
- Continuously develop knowledge of information governance legislation and best practice guidance.



About You

We are looking for applicants who can demonstrate that they meet the following requirements:

Qualifications and Experience

1. Strong theoretical and practical understanding of the Freedom of Information Act, the Data Protection Act 2018 and UK GDPR.
2. Experience managing DSARs and FOI requests, including applying exemptions and redactions.
3. A working knowledge of IT applications and systems, with knowledge of redaction tools an advantage.
4. Ability to redact documents in accordance with the Data Protection Act 2018/UK GDPR.
5. Experience handling sensitive personal data with discretion and professionalism.
6. Customer focussed, understand the nature of local government in-house Information Governance service and can develop and maintain a good working relationship with external partners including the police.
7. Ability to analyse complex information and communicate clearly at all levels.
8. Significant experience in redaction is essential
9. High attention to detail and ability to work to strict deadlines.
10. Ability to deal with extremely sensitive personal data which may be of a distressing nature.
11. Ability to provide effective information governance advice and to exercise discretion at all times.
12. Commitment to continuous learning and professional development.



Safeguarding Responsibilities

Bradford Children and Families Trust is committed to safeguarding and promoting the welfare of all children who use our services and as such expects all staff to share this commitment.

Successful applicants will be required to complete the relevant safeguarding checks. An DBS check might be requested.

We are an equal opportunities employer.

What we offer

- Generous annual leave: 31 days, rising to 34 with service (plus bank holidays)
- Excellent Local Government Pension Scheme
- Competitive salary with structured pay progression
- Enhanced family leave policies (maternity, paternity, adoption)
- Occupational Health and confidential counselling services
- Supportive staff networks
- Blue Light Card access for discounts and cost-of-living support
- Ongoing professional development and career progression opportunities

