

## **Interim Role:**

### **Exciting Opportunity for A-Level or University Student Position: Project Support**

Are you an A-level or university student looking to gain hands-on experience of project delivery? We have an excellent interim role for you for the summer of 2025!

#### **About the Role:**

As an Interim Project Support, you'll work with a dynamic team within the Office of the Data Protection Authority (the "ODPA"). You will contribute to key projects across several areas, including legal, investigations, IT, and communications.

#### **Key Responsibilities:**

- Providing project support with research and analysis
- Assist with tasks relating to privacy and data protection matters
- Drafting reports and other related communications
- Provide administrative support across various teams, ensuring the smooth progression of projects
- Collaborate on IT projects, particularly those related to data protection and effective communication

#### **What We Are Looking For:**

- A-level or university student (preferably in law, IT, business, or a related field)
- Strong research and analytical skills
- Interest in data protection, privacy laws, or related fields
- Excellent written and verbal communication skills
- Proficiency in Microsoft Office (Word, Excel, PowerPoint)
- Detail-oriented with the ability to handle multiple tasks
- Ability to work independently and as part of a team

#### **Why Apply?**

- Gain valuable work experience in the field of project support
- Opportunity to work on projects within a leading regulatory body
- Enhance your skills in legal, communications, investigations, and IT
- Flexible working environment

If you're eager to contribute to important projects and develop professional skills in a regulated environment, this is the perfect opportunity for you!

#### **How to Apply:**

For further details and information on Why the ODPA? Can be found on our website

[www.odpa.gg](http://www.odpa.gg)