

**Education Authority Chief Executive
Sara Long**

**Jocelyn Wallace
Office Manager / PA, Belfast (028 9041 3175)**

**Lauren Murray
Executive Officer, Belfast (028 9041 3171)**

<p>Derek Anderson Head of Internal Audit and Assurance Belfast (028 9041 3170)</p>	<p>Frances Byrne Head of Communications Belfast (028 9041 3156)</p>	<p>Linda McCall Board Support Manager Armagh (028 3741 5417)</p>
<ul style="list-style-type: none"> • Responsible for the leadership, development and management of EA's Internal Audit and Assurance Service • Independent Assurance to the Accounting Officer via the Audit and Risk Assurance Committee • Corporate Governance • Co-ordination and management of Whistle-blowing investigations • Fraud Investigations. 	<ul style="list-style-type: none"> • Responsible for the development, leadership and management of a professional Strategic Communications and Information Governance services function across EA • Internal communications • External communications including PR, media and event management, and digital communications • Co-ordination of Freedom of Information, Assembly Questions and customer corporate complaints • Information governance to include Records Management • Data Protection and GDPR Project • Ongoing development of the EA website • Professional communications advice and support for schools including critical incident support, media management and official opening events • Professional information governance advice and guidance for schools • Leading the development and management of the new Schools' DPO Service • Management of all social media activity including Twitter, Facebook and LinkedIn including responsibility for the management of corporate social media accounts, continually seeking opportunities to develop the use of social media • Development of a corporate identify for the EA. 	<ul style="list-style-type: none"> • Responsible for managing Board and Committee meetings • Co-ordinating all Board reporting activity to ensure that Board Members are provided with effective high quality papers and reports • Planning and supporting wider activities relating to the work of the Board and Committees, for example, training and events • Supporting the Chief Executive and the Corporate Leadership Team in all aspects of their work relating to the Board and its Committees.