Person Specification

Data Administrator

Essential Criteria

- Proven experience in data management and administration.

- Proficiency in database systems, including design, maintenance, and troubleshooting.

- Strong analytical skills with the ability to collate, interpret, and present data reports accurately.

- Excellent attention to detail and commitment to maintaining high data quality standards.

- Strong IT skills, including the use of data analysis tools and spreadsheets

- Familiarity with database policies, standards, and processes.

- Ability to work independently, to take initiative and to conduct a basic research to find solutions to problems

- Ability to work collaboratively with colleagues across different departments to support organisational objectives.

- Strong problem-solving skills and ability to provide technical support to non-technical staff.

- Ability to manage multiple tasks and prioritise workloads to meet deadlines.

- Excellent written and verbal communication skills

- Ability to extract insight from large datasets

- Proven ability to maintain efficiency and reliability in database systems.

- Thorough understanding of computer systems and basic office tools such as Word and Excel

- Committed to upholding organisational values and fostering a collaborative working environment.

Desirable Criteria

- Experience in delivering training sessions

- Experience of working within the voluntary sector.

- Familiarity with data reporting for funders and compliance requirements.

- Proactive and adaptable approach to improving processes and policies.

- Proficiency in data validation processes and quality control.

- Good understanding of data protection regulations (e.g., GDPR) and best practices.

- Qualification in data management, IT, or related fields.