**NOTTINGHAMSHIRE SEXUAL VIOLENCE SUPPORT SERVICES**

**(nOTTS SVSs)**

**application form – data administrator**

The information requested in this form is important in assessing your application. Please complete accurately and in full.

**PLEASE WRITE IN BLACK INK.**

Position Applied for: Data Administrator

Number of hours: 35 hours per week

**Applicant Information**

|  |  |
| --- | --- |
| Surname |  |
| Forenames |  |
| Home Address & Postcode |  |
| Home Telephone |  |
| Work Telephone |  |
| Email Address |  |
| National Insurance Number |  |

**Current/Most Recent Employment**

|  |  |
| --- | --- |
| Name of Current Employer |  |
| Address & Postcode of Current Employer |  |
| Job Role |  |
| Date Commenced |  |
| Paid or Voluntary |  |
| Brief Description of Duties and Responsibilities |  |
| Grade |  |
| Wage |  |
| Period of Notice |  |

**Previous Employment** *(including any voluntary or unpaid work)* **in Chronological Order**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **From** | **To** | **Job Role** | **Organisation** | **Address** | **Nature of Work** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Education** *(proof of qualifications are required)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **From** | **To** | **Course** | **School/College etc.** | **Address** | **Qualifications Gained** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Attendance at Training Courses Relevant to the Post**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **From** | **To** | **Course** | **Training Centre** | **Address** | **Details of Course** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Accreditation and Professional Body Membership**

|  |  |
| --- | --- |
| Are you an accredited member of a professional body? (Yes/No) |  |
| If yes, body you are accredited with. |  |
| If yes, date you became accredited. |  |
| If yes, your accreditation number. |  |
| If yes, please attach a copy of your accreditation certificate to your application. |  |
| Are you a member of a professional body? (Yes/No) |  |
| If yes, body you have a membership with. |  |
| If yes, date you became a member. |  |
| If yes, your membership number. |  |

**Personal Statement**

The information you provide in this section is important in assessing your application. Please tell us how you meet each item on the **Person Specification**. You may draw on knowledge, skills, abilities, experiences etc. gained from paid work, unpaid work, domestic responsibilities, education, leisure interest, voluntary activities and positions of responsibilities. If you need to, please attach additional sheets with your name clearly marked on each sheet.

|  |  |
| --- | --- |
| **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. |  |

**Criminal Record**

|  |  |
| --- | --- |
| This post is exempt under the rehabilitation of Offender Act, 1974 and you are required to reveal all convictions, even those that are spent.  *Please note, successful applicants will be subject to DBS checking or equivalent. Appointment is subject to a satisfactory disclosure.* |  |

**Vacancy**

|  |  |
| --- | --- |
| It would help us to know where you saw this vacancy. If you saw it listed in multiple places, please tell us the first place that you saw the listing on. |  |

**References**

Give the names of two persons to whom reference may be made in respect of your application. The first must be from your last employer. Referees are only contacted if candidates are to be interviewed, but if you do not wish a referee to be contacted until after a provisional offer of employment is made, mark their name with a large asterisk.

|  |  |
| --- | --- |
| **Referee 1 (Last Employer)** | |
| Name |  |
| Position |  |
| Address & Postcode |  |
| Telephone Number |  |
| Email Address |  |

|  |  |
| --- | --- |
| **Referee 2** | |
| Name |  |
| Position |  |
| Address & Postcode |  |
| Telephone Number |  |
| Email Address |  |

**Declaration**

I declare that the information given in this application is accurate and true, that I have not canvassed (either directly or indirectly) any member or senior officer of Nottinghamshire Sexual Violence Support Services (Notts SVSS) and will not do so.

Signed Date

Print Name

**Please return the signed application form in an envelope marked ‘Application Form’ to:-**

HR Administrator

Notts SVSS

30 Chaucer Street

NOTTINGHAM

NG1 5LP

or email to [Recruitment@NottsSVSS.org.uk](mailto:Recruitment@NottsSVSS.org.uk)