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**Job Description**

**Job Title: Data Systems Officer**

**Job Purpose:** To complete a full review of our data systems, implement short term solutions to meet the needs of our internal and external reporting requirements, and draft a proposal for a longer term comprehensive data management platform for the organisation.

**Time Commitment:** 35 Hours per week

**Salary Scale:** £23,836 – 26,317 per annum plus 6% pension contribution

**Contract:** 1 year, subject to passing a 3-month probation and with potential for continuation

**Organisational Context:**

Action Foundation is an award-winning charity that provides opportunities for marginalised people to overcome their isolation and exclusion by providing free accommodation for refused asylum seekers (Action Housing, Action Hosting and Action Access projects), short-term supported accommodation for those with refugee status (Action Letting), community ESOL classes delivered by volunteers (Action Language) and two multi-agency drop-ins facilitating social connections (InterAction).

**Duties & Responsibilities:**

* Support the development and implementation of database systems that enable the effective the recording and reporting of project activity.
* Help to update and manage the organisations current databases alongside other staff.
* Complete a mapping exercise of the organisations data usage to support the development of a 3 year systems development plan.
* Manage users, their permissions, and their security profiles and act as overall administrator and “super user” for the system. Training and mentoring staff and resolving day-to-day troubleshooting problems in their usage.
* Maintain the accuracy and quality of data held on project activity.
* Maintain the integrity and quality of the database by carrying out regular maintenance, audits and software updates.
* Support the digitisation of paper processes.
* Be able to represent the organisational ethos to supporters and stakeholders as required through day to day work.

**Personal Specification/Key Competencies:**

**Experience & Qualifications:**

* Experience of working within the charity sector. (Desirable)
* Experience using Microsoft 365, including Access. (Essential)
* Experience of Salesforce systems, including Inform. (Desirable)
* Experience of building or implementing project infrastructure and/or databases. (Desirable)
* Degree level qualification. (Desirable)

**Skills, Knowledge & Abilities:**

* Flexible and non-judgemental approach to people and work. (Essential)
* Ability to work on own initiative, to organise work and meet deadlines. (Essential)
* Excellent time management skills and ability to manage a range of objectives. (Essential)
* Ability to build good working relationships with colleagues at all levels. (Essential)
* Attention to detail and have a methodical approach. (Essential)
* Strong organisational and information management skills. (Essential)
* An ability to work independently and as part of a team. (Essential)
* Willingness to undertake relevant training as required. (Essential)

**Other**

* Supportive of the ethos and values of the organisation. (Essential)
* A desire to support people seeking asylum, refugees, and other migrants. (Essential)
* A full driving licence and access to own transport. (Desirable)

**Note:**

* This job description is not exhaustive, and amendments and additions may be required in line with future organisational changes.
* This post would require the taking up of two references.
* Action Foundation is an Equal Opportunity employer and we welcome applications from all sectors of the community.