



Communities where children
& young people **thrive!**

JOB DESCRIPTION

Section: Child Dynamix Core Services

Post: Data Quality Administrator

Reporting to: Head of Finance & HR

Salary: SCP 16-24

Purpose: Working as part of the core team of the Charity, the post holder will provide an efficient and effective data quality administration service to the wider charity.

Principal Accountabilities:

- To promote and safeguard the welfare of children, young people and/or vulnerable adults.
- Develop and manage an effective and efficient administration support service across the charity. Providing line management and supervision to the reception team and relief reception duties as and when required.
- Develop, maintain and implement monitoring, evaluation, impact and document information systems
- Work as part of the core team to disseminate the aforementioned systems across the charity and other appropriate parties by attending relevant meetings, briefings and 1:1 training sessions
- To work to timescales and deadlines linked to service delivery and priority plans across the charity
- To follow the DMS policy and procedures and take a lead on administering and auditing of the system
- To be responsible for quality data being regularly and accurately entered into the charity's monitoring systems including processing and disseminating to relevant stakeholders
- To provide timely data in pre agreed formats to managers across the charity
- To work with managers to assist in devising and supporting monitoring and evaluation structures to ensure the collection and collation of accurately interpreted data is presented in ways that best allows managers to shape programme delivery
- To work effectively with managers to monitor progress against agreed outcomes, ensuring effective consultation and briefing on these areas are in place.
- To support managers on the development and analysis of surveys and questionnaires for their services, devising questionnaires through the use of Survey Monkey and other applications
- To represent the charity through effective communication both internally and externally with stakeholders

- To provide support with updating and promoting services through social media
- To provide managers with support in their general advertising/ publicity materials linked to the corporate image, branding and DMS, this may include liaising with external agencies to secure design and printing work.
- To provide support in the planning and delivery of events

GENERAL:

- The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility
- The above duties may involve having access to information of a confidential nature, which may be covered by the Data Protection Act. Confidentiality must be maintained at all times
- The post holder must be flexible to ensure the operational needs of Child Dynamix are met. This includes the undertaking of duties of a similar nature and responsibility as and when required, including evenings, weekends and holiday periods, throughout the various workplaces around the city
- To promote Child Dynamix Equal Opportunity Employment Policy
- The Health and Safety at Work etc. Act (1974) and other associated legislation places responsibilities for Health and Safety on all employees. Therefore, it is the post holder's responsibility to take reasonable care for the Health, Safety and Welfare of him/herself and other employees in accordance with legislation and Child Dynamix Safety Policy and Programme.
- Where the post holder is disabled, every effort will be made to supply all the necessary employment aids, equipment or adaptations to enable him/her to perform the full duties of the job. If, however, a certain task proves to be unachievable then job redesign will be given full consideration

Environmental commitment – Child Dynamix is committed to establishing and maintaining high standards of environmental protection and undertakes to be a responsible steward/guardian/protector of the environment. All team members are jointly responsible for minimising any adverse impacts on the Child Dynamix operations on the environment and wherever feasible, must use resources to meet today's need in a manner which does not adversely affect the environment or compromise the ability to meet the needs of future generations.

Health & Safety - responsible for ensuring the safety of clients, staff and self in accordance with the Health & Safety Policy and Procedures of the charity and current legislation

Customer Care - responsible for fielding customer issues and ensuring that they are dealt with in accordance with the customer care systems and policies

Equal Opportunities - responsible for ensuring that all customers, clients and staff are treated in accordance with the policies and procedures of the charity.

PERSON SPECIFICATION

SECTION: **Core Services**

JOB TITLE: **Data Quality Administrator**

SALARY: **SCP 16 - 24**

	Lower	Median	Upper	How Identified
Relevant Experience	<p>Minimum of 2 years' work experience of working in a similar role</p> <p>Minimum 1 years supervisory experience</p> <p>Good IT skills and experience of using Microsoft Office Applications including Word, Excel, PowerPoint</p> <p>Good data analytical skills</p>	<p>Minimum of 3 years' work experience of working in a similar role</p> <p>Minimum 2 years supervisory experience</p> <p>Experience of managing events</p> <p>Excellent IT skills and experience of using Microsoft Office Applications including Word, Excel, PowerPoint</p> <p>Excellent data analytical skills</p>	<p>Minimum of 5 years' work experience of working in a similar role</p> <p>Minimum 2 years supervisory experience</p> <p>Experience of managing events</p> <p>Experience of promoting, marketing and planning events and campaigns</p> <p>Excellent IT skills and experience of using Microsoft Office Applications including Word, Excel, PowerPoint</p> <p>Excellent data analytical skills</p>	<p>Application form, References, Interview</p>
Qualifications	<p>Business Administration Level 3 or equivalent</p> <p>Commitment to continuous professional development</p> <p>Safeguarding GDPR Fire Warden</p>	<p>Relevant Certificate/Diploma of Higher Education in relevant study</p> <p>Certificate in Business Studies or relevant field</p> <p>Commitment to continuous professional development</p> <p>Safeguarding GDPR Fire Warden</p>	<p>Relevant Degree in Business Studies or relevant field</p> <p>Commitment to continuous professional development</p> <p>Safeguarding GDPR Fire Warden</p>	<p>Application and at Interview with a request for certificates.</p>

Special Knowledge	Desirable: Policy writing Fundraising	Desirable: Policy writing Fundraising Business Planning	Desirable: Policy writing Fundraising Business Planning	Application form and interview with a request for certificates. References
Interpersonal Social & Communication skills	Demonstrable clear and concise and effective communication skills Flexibility and adaptability	Demonstrable clear and concise and effective communication skills Flexibility and adaptability	Demonstrable clear and concise and effective communication skills Flexibility and adaptability	Application form and interview with a request for certificates. References

This Job Description and Person Specification conveys a full and accurate description of the job:

Confirmed by: _____ Head of Finance & HR

Accepted by: **print name** _____ Post Holder

Signature: _____

Date: _____

Child Dynamix is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.