

Job title: Database Assistant	Responsible for: Managing data imports, process mapping, documentation and support post migration activities on RE NXT.	Reporting to: Head of Information Systems (Hd of IS)
<p>Main purpose of job</p> <p>ABF The Soldiers' Charity uses a fundraising CRM database, currently The Raiser's Edge 7 (RE7). The Database Assistant role will provide technical support in the migration of the Charity to a new RE NXT solution and post-migration improvements. The role will focus on BAU data preparation and importing and testing/validating Charity's data. The role will also manage data cleansing activities, using third-party assistance where necessary, to ensure the new solution is compliant with relevant principles of data protection. The role will work in partnership with Database Managers post-migration and in providing technical support to the business to improve any process that can benefit from the new functionality in NXT. including data segmentation and data insights for senior management as when requested by the Business Insights role.</p> <p>Position in organization</p> <ul style="list-style-type: none"> • Reports to the Hd of IS • Alongside the Database Managers • Operational support to fundraising and finance teams • Support the Business Insights Analyst on data requests <p>Primary Tasks</p> <ul style="list-style-type: none"> • Data preparation and importing • Data Selection, campaigns and reporting • Verifying data import processes and reporting • Verifying database technical infrastructure • Executing data hygiene/housekeeping routines and reporting • Provide reporting on database health <p>Secondary Tasks</p> <p>To work in partnership with the Database Managers to:</p> <ul style="list-style-type: none"> ○ ensure the use of the database remains consistent across various departments ○ provide technical support to complex data tasks ○ ensure data quality and integrity of the data imported ○ provide at-desk and remote training 		
<p>Person Specification:</p> <p>Experience & Skills preferred:</p> <ul style="list-style-type: none"> • Experience of using The Raiser's Edge 7 database • Ability to understand data importing process and ImportOmatic • Able to manipulate large quantities of data using Excel or other tools • Good understanding of data protection regulations (GDPR) • Strong IT skills, proficient in Microsoft Office suite 		

Qualifications

- Computer/data science or IT related qualifications desirable

Personal Characteristics

To succeed in this role and at The Soldiers' Charity you will require:

- The ability to manage your time and workload – showing resourcefulness and a head for problem-solving
- A team player, with a positive, solution-focused approach to work with the ability to build good relationships with other teams
- Ability to work independently, manage time effectively and work under pressure to meet short-notice deadlines
- The ability to effectively communicate with both head office staff and staff from our regional offices, promoting collaboration and working in partnership
- An understanding and commitment to the mission, vision and values of the organization
- A commitment to participation, diversity and equality in working relationships and practice

Special Job Circumstances

- Willingness to occasionally work unsociable hours
- Be prepared to travel across the UK to Regional Offices

Agreed by: COS

Date:

Published Date: