



Job Description Data Officer

Job Title:	Data Officer
Reporting to:	Chief Finance Officer (CFO)
Salary:	£29,000-£34,000 per annum pro rata
Office location:	50-52 Camden Square, London NW1 9XB
Days:	17.5 hours per week (Hybrid - flexibility required)
Contract type:	1-year FTC, part time

Who We Are

The London Irish Centre's mission is to empower and enrich lives through Irish community and culture. Since 1955, we have served the Irish community in London, providing crucial support, connection and a 'home from home' to those living in the capital.

Our services include accredited advice and support, community wellbeing activities, and an extensive programme of Irish arts, culture and education. Our venue also comprises of a licensed bar and shop, as well as private hire spaces to support the work of our charity.

Job Purpose

The Data, Systems and Impact Officer is responsible for ensuring the charity's data and systems are accurate, efficient, secure and fit for purpose. The postholder will be responsible for maintaining and improving organisational databases and systems, ensuring high standards of data quality and supporting colleagues to make effective use of technology.

The role also plays a key part in measuring and demonstrating the charity's impact by collecting, analysing and reporting on data that evidences outcomes, informs strategic decision-making and supports continuous improvement.

This is an exciting opportunity for someone who enjoys combining technical expertise with a passion for using data to improve services and supporting mission impact. The Charity is undergoing a significant re-development over the next few years and this role is designed to add additional support during an important transitional time for the Charity.

About You

- You enjoy organising and managing data, systems and processes and problem-solving to support the Charity's impact
- You have clearly demonstrable experience in managing data, systems and impact experience within the charity sector; Additionally, impact reporting experience would be preferable

- You have advanced skills in both Excel and CRM/Database systems
- You are proficient in using other key components of Microsoft 365 (Word, PowerPoint, Outlook and Teams)
- You have outstanding planning skills with the ability to manage competing deadlines and sensitive, confidential information while maintaining attention to detail.
- You are fully aligned with the charity's core values, displaying the discretion required for sensitive data and enthusiasm for furthering the Charity's purpose.

How to Apply

In this pack we have included a job description and person specification to support your candidature. The details in the job description and person specification should be addressed in a maximum one-page cover letter. The cover letter should include your current job title, salary and position within banding where relevant.

Please apply via our Recruitment Portal here:

<https://londonirishcentre.peoplehr.net/Pages/JobBoard/Opening.aspx?v=90048c83-6d02-4b7d-ae9a-6a4ced9e87c0>

Please note that this role is subject to enhanced DBS (Disclosure and Barring Service).

Please refer to our website or Recruitment Portal for closing date and recruitment timeline

Applications will be reviewed on a rolling basis, and we will be actively interviewing. We reserve the right to close applications before the stated deadline. Interviews will begin with an initial online screening, followed by in-person interviews at the Centre.

If you would like to have an informal conversation with Louise Rowe (CFO), please contact us by email at recruitment@londonirishcentre.org to arrange a call.

Responsibilities/Duties

Data Management

- Maintain accurate, complete and up-to-date organisational data across all systems.
- Develop and implement processes that improve data quality, consistency and integrity.
- Carry out routine audits and cleansing activities to ensure compliance with organisational standards.
- Project Management: ability to assist with ad-hoc larger projects and drive smaller projects.
- Produce regular and ad hoc reports for managers, trustees and funders.
- Ensure compliance with GDPR and organisational data protection policies.
- Develop dashboards and reporting tools that provide meaningful insight into performance and outcomes.

Systems Management

- Act as the organisation's lead administrator for key databases and digital systems.
- Review existing systems and identify opportunities to improve efficiency and user experience.
- Support the implementation of new digital systems and technology solutions, including planning, testing, migration and user training.
- Produce and maintain system documentation, user guides and procedures.
- Troubleshoot system issues and coordinate solutions with suppliers where necessary

Impact and Evaluation

- Support the development of monitoring, evaluation and learning frameworks.
- Collect, analyse and interpret quantitative and qualitative data relating to organisational outcomes.
- Produce impact reports for funders, trustees and senior leadership.
- Identify trends and insights that support service improvement and strategic planning.
- Help teams understand and use impact data to improve services and demonstrate effectiveness.

Continuous Improvement

- Promote a culture of evidence-based decision making.
- Identify opportunities to automate processes and reduce administrative burden.
- Support colleagues in improving digital confidence and effective use of systems.
- Keep up to date with developments in charity data management, CRM systems and impact measurement.

General Responsibilities

- Work collaboratively across all departments.
- Maintain confidentiality and professionalism at all times.
- Undertake any other duties appropriate to the role.
- Act in accordance with the charity's values and commitment to equality, diversity and inclusion.

This job description is a guide to the nature of the work required of the Executive Assistant. It is not wholly comprehensive or restrictive and may be reviewed as required

Personal Specification

Essential and Desirable Skills, Experience and Attributes

Qualifications	Essential	Desirable
A Level Mathematics or equivalent or a mathematics module as part of a degree	X	
Data, IT, computing degree		X
Experience	Essential	Desirable
Experience in a data and systems role	X	

Experience of demonstrating impact from data		X
Experience using Excel to analyse data	X	
Use, management and conversion of data within and between systems	X	
Skills	Essential	Desirable
Proficiency in Microsoft Office (Outlook, Teams, Word, Excel, PowerPoint)	X	
Proficiency in CRM and/or comparable database/systems	X	
Strong organisational and time-management skills	X	
Ability to manage multiple tasks and prioritise effectively	X	
Excellent verbal and written communication skills	X	
Strong problem-solving skills	X	
High level of attention to detail	X	
Ability to work independently and as part of a team	X	
Proficiency in Microsoft Office (Outlook, Teams, Word, Excel, PowerPoint)	X	
Proficiency in CRM and/or comparable database/systems	X	
Attributes	Essential	Desirable
Friendly, approachable, with a high level of professionalism and confidentiality	X	
Proactive and able to take initiative	X	
Ability to work under pressure and adapt to changing priorities		X
Positive, can-do attitude towards problem solving	X	
Willingness to learn new skills and take on additional responsibilities	X	
An affinity and enthusiasm with the purpose, vision, mission and values of the London Irish Centre	X	