

Data Administrator

We have immediate need for an experienced Data Administrator, working within our head office in Bristol. This position is full-time (35 hours per week).

Based – Bristol

Salary – Up to £29,181

As Data Administrator you will be responsible for managing the charity's databases and data systems, ensuring that a range of client data is accessible, reliable, and accurate. We are looking for individuals who have significant experience of working with database management systems and client record systems, and who can distil complex ideas in simple ways using data.

Some of the key tasks for this role include to:

- Data analysis and reporting
- Database Management
- Data Security, Data Integrity, Data Liaison
- Data Cleansing and streamlining
- Co-ordinate the purchase of software and equipment
- Configuration Control
- Stakeholder Management
- Implementation of data-related projects and systems integration.
- Provide training and support to staff on data management best practices.

The successful applicant will have:

- Strong technical skills Database Management and in Excel
- Excellent ability to analyse data for informed decision making
- Good knowledge of data security and a good understanding of Data Protection legislation
- Able to collaborate with a range of Ara services & commissioner data owners to optimise data processes.
- Excellent organisation skills and great attention to detail
- Be self-motivated and am to work on own initiative
- Live within an easy commute to Bristol

In return we offer:

- A competitive and benchmarked salary.
- A 35-hour working week to promote a healthy work-life balance, with flexible working.
- Up to 32 days annual leave, as well as all UK bank holidays.
- A pension scheme, comprehensive training, and a 24hr Employee Assistance Program.
- Meaningful and fulfilling work that makes a real difference to some of the most vulnerable people in our society

To apply, please email recruitment@recovery4all.co.uk with a CV and covering letter, or call us on 0330 1340 286. For more information about Ara, please visit www.recovery4all.co.uk

Closing date for applications – 4th November. Interviews – Week commencing 11th November