



Data and Systems Coordinator

Job Title: Data and Systems Coordinator

Salary: £26,000 - £28,000 pro rata, subject to skills and experience

Benefits include:

- Generous annual leave allowance
- Paid sick leave
- Enhanced family-friendly leave
- Compassionate and emergency leave
- Pension scheme
- Life insurance policy
- Employment Assistance Program
- Access to vouchers and discounts
- Monthly wellbeing allowance

Reports to: Data and Impact Manager

Location: Oxford

Some home working is possible. Travel throughout Oxfordshire and further afield may be required.

Hours of work: 25 hours per week

Flexible working possible. Working schedule to be agreed with the post holder.

[This is a 1 year fixed term contract, with the potential to increase or extend or increase hours]

To apply, please send a copy of your CV accompanied by a completed application form to our [recruitment team](#).

Alternatively, [visit our website](#) or [email](#) us for more information.

Our commitment to inclusion and diversity

OY warmly welcomes applications from the global majority, trans and non-binary people and disabled people. Your potential to learn and grow in the role is important to us, so we want to hear from you even if your CV isn't a 100% match with a job description.

We nurture our community, creating an open, inclusive and diverse organisation where all team members feel a sense of belonging.

Role purpose

Oxfordshire Youth is looking for an enthusiastic Data and Systems Coordinator to join the team and offer effective data analysis and systems support across the organisation. The Data and Systems Coordinator will play a critical role in managing and supporting the organisation's Data Management infrastructure, reporting and analysis.

This position involves coordinating and optimising the use of CRMs and data management across the organisation to inform and support the effective, efficient, and smooth delivery of service provisions for Young People and the Sector. The post holder will have a strong understanding of relevant Data Systems, and CRMs, as well as excellent problem-solving and interpersonal skills.

Key Responsibilities

- Manage multiple data systems and support the organisation's CRMs and Data Management infrastructure
- Support with the statistical analysis of qualitative and quantitative data and reporting in an accessible, visual, and interesting way
- Work with project leads to ensure the smooth, consistent, and efficient use of CRM and data management platforms across Oxfordshire Youth
- Support the Data and Impact Manager to ensure that data collection systems are set up to address the complexity of project delivery and the needs of service users
- Work with the Data and Impact manager to ensure projects meet internal and external reporting requirements
- Support and develop the learning culture throughout Oxfordshire Youth, maintaining regular organisation-wide internal reporting and analysis
- Ensure all systems and data management processes are GDPR compliant, keeping up to date with legislative changes

Our Culture

Everyone at Oxfordshire Youth agrees to:

- Have an unwavering commitment to Oxfordshire Youth's vision, mission and values
- Attend meetings reliably and participate fully, including being an active listener
- Ensure that all work is carried out in accordance with Oxfordshire Youth's guidelines, policies, and procedures
- Undergo training that will enable personal and professional development
- Undertake any other relevant duty related to the further development, promotion, and sustainability of the organisation as set forth by your Line Manager and/or Senior Leadership Team
- Represent Oxfordshire Youth in a professional and appropriate manner at all times including considering punctuality, personal appearance and boundaries, and equity, diversity, and inclusion of all opportunities.

Safeguarding

- Understanding that safeguarding children, young people, and adults is everyone's responsibility and you will have access to training and supervision, which is appropriate to the role (including undertaking a DBS check appropriate to your role)
- To ensure concerns from young people are responded to appropriately in line with Oxfordshire Youth's policies and procedures

This job description is subject to amendment following discussion with the post holder.

Specific tasks and duties will be shared at the interview and during the induction process

What we are looking for

- Minimum two years of relevant experience, for example in a coordinator or project management role
- The ability to critically engage with data, presenting it in an accessible and interactive way
- Demonstrable experience managing, reporting and presenting on large data sets
- The ability to support the design, implementation and management of data and systems to meet Oxfordshire Youth's needs
- Experience working with AI or similar visualisation tools for the presentation of data
- Proficient IT skills including Excel, Word, PowerPoint, Google Suite and CRM systems
- Strong planning, prioritisation and organisational skills
- A flexible approach to work, including a willingness to take on tasks outside the usual remit and to work irregular hours
- The ability to solve problems and think creatively
- An unwavering commitment to Oxfordshire Youth's vision, mission and values
- Integrity and discretion when dealing with sensitive information
- A commitment to treating people equally, being aware of unconscious bias and working proactively and openly to challenge it within your own and within others practise
- A positive, enthusiastic and can-do approach that demonstrates the attributes of a growth mindset, taking accountability for the quality of your work and responsibility for improving your knowledge and skills

Other desirable skills

- Proficiency in a range of online digital tools for project management and reporting such as Lamplight, Inform, and others
- Previous experience working in the not-for-profit sector

Closing date for applications: 24/11/2024

Interviews to be held: Week commencing 2nd December 2024

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