



Comfortable working with unstructured data and using initiative to resolve challenges

Data Officer

Location:	The Old Ragged School, Nottingham City Centre
Responsible to:	Operations & Data Manager
Responsible for:	No line management responsibility
Terms & Requirements:	Full time, Permanent Evenings and weekend working will be required on occasion Travel to other sites will be required

Key Purpose

The Officer role is to deliver the organisation's work effectively, contribute to organisation-wide initiatives, collaborating internally and externally to deliver objectives.

The Data Officer will oversee the management of NWT group data assets, ensuring data integrity, compliance and security.

The role works closely with colleagues across teams to support business objectives by maintaining data integrity, ensuring compliance, and enabling its strategic use.

Responsibilities

- Identify risks, opportunities and improvements within own area of work, contributing to reporting on progress against agreed outcomes
- Oversee data collection and database maintenance (Access CRM/Team Kinetic/ItemIt), standardise data entry procedures and data use for reporting
- Enhance data quality through validation and cleansing processes.
- Ensure all data handling complies with privacy regulations, internal policies, and security standards
- Deliver guidance and training to staff on best practices for data entry and use of data systems
- Work across teams to improve data access and support effective sharing across the organisation
- Support change projects such as the introduction of new databases or data reporting processes.
- Support with ICT requests, including system permissions and user access requests
- Work in a way that is aligned with the values of NWT – Ambitious, Innovative, Supportive, Together and Inclusive
- Work in accordance with current Health & Safety legislation and best practice
- Assist with other areas of work and undertake other duties appropriate to the post.
- Develop and maintain contacts with colleagues in other Wildlife Trusts and the Royal Society of Wildlife Trusts
- Recruit, manage and engage with volunteers within own area of work

- On occasion, you will be required to work outside of standard office hours, making adjustments to your normal working week to accommodate this
- This role is subject to a DBS check

Key competencies

Desirable Qualifications:

- Driving licence
- Qualifications in an analytical subject

Capabilities:

- Demonstrable proficiency in information management, confidentiality, and information security
- Good understanding of Data Protection legislation
- Highly efficient administration and organisation skills, including ability to prioritise workloads and meet tight deadlines
- Comfortable working with unstructured data and using initiative to resolve challenges
- Ability to travel independently across the county
- Experience of using a range of workplace technologies

Experience

- A minimum of 1 years' experience in a similar role
- Demonstrable experience in data management, analytics, or related field
- Demonstrable experience of working with CRM systems
- Experience of working in the voluntary sector, or of volunteering

Alignment to Values – Ambitious, Innovative, Supportive, Together and Inclusive

- A high level of commitment, enthusiasm and self-motivation with a flexible and professional approach to work
- A commitment to working co-operatively as part of a team
- Welcoming constructive and challenging conversations
- Good communicator, able to build strong relationships internally and externally
- Self-aware, adaptable and able to work independently