

Job title: Data and IT manager
Salary: £40,140 FTE (£17,561 for 14 hours per week) plus attractive benefits
Term: Permanent, part time 14 hours a week
Based: London, SW4 and remotely
Reports to: Networks and engagement Lead

Purpose

The purpose of this role is to manage the data and IT and systems of a global publication on an operational basis.

You will be responsible for maintaining our customer relationship management (CRM) software and ensuring the accuracy of the data it contains, our IT infrastructure, and you will project manage the presentation of data and analytics across the organisation.

Data management

- Lead on providing reports and data from both the CRM and Google Analytics to be used internally by colleagues; and provided to trustees and supporters.
- Ensure the CRM is well maintained and up to date both structurally and in terms of the data being added and stored
- Support the wider team in their regular use of data systems
- Troubleshoot data-related problems and manage ongoing maintenance internally and with relevant external agencies
- Ensuring that APT's GDPR policy is maintained and enacted

IT management

- Aligning IT infrastructure (both hardware and software) with current and future organisational requirements
- Management of IT suppliers needed to deliver those requirements
- Managing IT budget in conjunction with Networks and engagement Lead
- First point of contact for colleagues for issues relating to our own IT systems
- Evaluating risk, developing processes for robust security and data protection

Essential

- Excellent understanding of data administration and management
- Proficient with modern CRM tools and IT systems
- Proficient at digesting, understanding, and analysing large amounts of data
- Proficient with Google Analytics
- Ability to complete multiple tasks with multiple deadlines

Desired

- Knowledge of Analytics suites for Mailchimp and mainstream social media channels
- Proficiency with Excel and/or Power BI to produce data reports for internal and external purposes.

Benefits

Alliance is committed to a happy and healthy place to work. We offer the following benefits to employees:

Included, but not limited to:

- Four-day work week
- Flexible working, both in terms of times and location
- Equivalent of 7 weeks of annual leave (including Bank Holidays) rising to 8 weeks depending on service
- Enhanced pension
- Life assurance
- Enhanced occupational Sick Pay
- Enhanced parental policies
- Critical illness insurance
- Health cash plan for items such as dental and opticians
- Monthly physical wellbeing stipend
- Mental wellbeing support app
- Interest free season ticket loan
- Interest free tenancy deposit loan
- Travel insurance
- Employee volunteering day