

# Data & IT Officer



**Job Title:** Data & IT Officer

**Reporting to:** Data & IT Manager

**Location:** Office based with some flexibility for home working

**Hours:** Part-time (minimum 21 hrs/week – up to 28 hrs/week)

**Salary:** Up to £28,000 pro rata depending on experience

**Ensuring no one faces  
kidney disease alone**





## About Kidney Care UK

Around 3.5 million people in the UK live with chronic kidney disease (CKD). Over 68,000 are treated for end-stage kidney failure, relying on dialysis or a transplant to keep them alive.

Treatments are gruelling and relentless and impact the patients' ability to work, maintain social interaction and live the life they choose.

For over 45 years, Kidney Care UK has been at the forefront of supporting people with kidney disease. From our early days when we campaigned to introduce donor cards in the UK, we have worked hard to support and represent the interests of everyone affected by kidney disease. Promoting better outcomes for people living with kidney disease we actively seek applications from people who live with CKD or who have experience as a family member or health care professional.

**Over 68,000**

people in the UK are being treated for kidney failure



In the UK, around

**3.5 million people**

have chronic kidney disease (CKD)



around

**30,000**

are on dialysis in the UK right now



## Safeguarding

Kidney Care UK is committed to safeguarding and promoting the welfare of children, young people and Adults at Risk and expect all staff and volunteers to actively support this commitment.

## Role summary and purpose

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Kidney Care UK is the leading kidney patient support charity with ambitious plans to increase our impact and expand our reach and engagement with key audiences. We are seeking a highly motivated individual with database experience, a knowledge of data protection and IT to support our growth and organisational aims.

The purpose of his role, is to support the Data & IT Manager to ensure that the organisation's data is compliant with current legislation and to provide a high quality, compliant database service to the organisation. To support the Data and IT Manager to ensure a first-class IT and Telephony set up and support operation for the organisation .





# Key responsibilities

## Data responsibilities

- Data processing, including import/ export process between the database and website
- Database maintenance including data updates, cleansing, archiving and data correction
- Data selection for outgoing postal and email communications and liaison with external providers
- Train database users and support the induction process for new staff
- Query handling and support for all users

## IT responsibilities

- Assist with managing the Telephony system
- Onboarding and exiting of users
- Processing asset management and acquisition
- Query handling and support for all users

## General responsibilities

- Act as the data and IT point of contact in the absence of the Data & IT Manager
- Any other duties as directed by and agreed with the line manager



## Person specification

Knowledge, skills and experience	Essential	Preferred
Previous experience working with CRM databases	✓	
Data processing experience	✓	
Data management experience	✓	
Knowledge of data protection		✓
First line IT support experience		✓
Proven administration, multi-tasking, prioritising, and organisational skills	✓	
Intermediate to advanced Microsoft Office, particularly Excel	✓	
Good analytical and quantitative skills	✓	
High attention to detail	✓	
Effective communication skills and ability to develop strong internal relationships	✓	
Previous experience of developing and delivering training sessions		✓

## How to apply

Please send your CV and a covering letter demonstrating how you would be perfect for this role to **[kelly.newell@kidneycareuk.org](mailto:kelly.newell@kidneycareuk.org)**

Applications invited until **Friday 29 March 2024**

# Employment benefits



## Pension

- Employer contributes 8% with minimum employee contribution of 2%



## Flexible working



## Retail discounts



## Generous annual leave

- 25 days annual leave pro-rata, plus Bank Holidays and 3 days between Christmas and New Year



## Cycle2Work Scheme

- Offered through Halfords scheme, cost-effective way to purchase a bike and accessories



## Employee Assistance Programme

- Financial and debt advice service
- Access to range of online resources, podcasts, and advice
- 24/7 access to free, qualified counsellors (and up to 8 face-to-face sessions per year)



## Health Cash Plan

- Claiming back towards the cost of routine medical and health treatments
- Discounted health club/gym membership for participating gyms
- Access to Virtual GP and prescription service, digital physiotherapy, as well as a health and stress helpline



## Family leave

- Enhanced Maternity, Paternity and Adoption Pay

