Data Administrator

Deadline for applications: 23:59 on 13th October 2024

We hold power to account, protect the environment and ensure no one is left behind.

Key Details:

Salary: £37,400 per annum with generous benefits including 25 days annual holiday plus public holidays, enhanced pension contribution, private medical health insurance, life assurance and flexible/hybrid working.

Hours: 35 per week over 5 days (we would also consider applicants who wanted to do 4 days a week on a pro-rata basis)

Contract type: This is a full time role. Some flexibility on hours may be available.

Location: Hybrid working with office in central London and options for flexibility to work from home. The postholder will be expected to attend our central London office regularly.

About the role:

GLP has a new, cutting edge tech stack and we're keen to use it to deliver sector-leading campaigning work. Our data team consists of an engineer, an analyst and this role.

As a team you'll work to build a data platform that helps the organisation achieve its goals. That means giving colleagues timely and valuable insights, and building systems and models to help automate and optimise our marketing and campaigning work.

This is an exciting opportunity to do sector-leading data work.

Reporting to the Data Manager you will maintain and care for our data systems so that they function as they're designed to.

The full job description, personal specification, Good Law Project values and structure chart can be found in this job pack.

What we're looking for:

- Experience in using Salesforce CRM as an administrator

- Experience in developing reporting, incorporating multiple criteria based on ever changing requirements

- Experience analysing data

- Experience using data management tools and techniques including Microsoft Excel (pivot tables, formulae, data manipulation and presentation)

- Experience solving difficult data problems

- Experience of working with data protection guidelines

Interview details:

We intend to hold first interviews for shortlisted candidates over **Zoom on Monday 21st October 2024 and the morning of 22nd October 2024**. Second interviews will be in person at our **London office on Thursday 31 October 2024**. There will be a task during the recruitment stages. If you cannot make these dates, please let us know in your application. It's important that you check your junk mail for emails from Good Law Project as well as your main inbox.

Encouragement of equal opportunity and reasonable adjustments: We welcome and encourage applicants from all backgrounds and do not discriminate on the basis of age, disability, LGBTQ+ or relationship status, pregnancy and maternity, race, religion and belief, sex or social class. We particularly welcome applications from racialised ethnic groups and/or those with lived experience of disadvantage.

We guarantee to interview all applicants who have a disability provided they meet all of the essential experience detailed in the person specification for this role (page 11). If this applies to you, please provide details of your disability in your online application, along with any adjustments or special arrangements that you need to help you with during the recruitment process and/or for an interview.

What we do:

- Good Law Project (GLP) is a not-for-profit campaigning organisation which holds power to account and fights for a fairer, greener future. We believe in people-powered justice.

- We had a primary role in overturning the prorogation of Parliament in 2019. We successfully challenged the Government's operation of a fast track 'VIP lane' for awarding lucrative PPE contracts to those with political connections and our campaigning played a key role in the Met Police opening an investigation into Boris Johnson over the Partygate scandal. In July 2023, we forced the Government to accept that its flagship Net Zero strategy is unlawful and to develop a better plan.

- Our close-knit team of staff work across three core areas: campaigning, legal and operations. We are nimble and reactive to external events which means Good Law Project suits people who thrive in a fast-paced, at times quite pressured environment. You must share our passion for upholding democracy, protecting the environment and ensuring no one is left behind. Our culture is one of openness and innovation which encourages all staff to pitch ideas and influence the organisation's direction. We are brave, honest and decisive – those are Good Law Project's values. We recognise the value of our employees, individually and collectively, and are committed to investing in their welfare and development.

- See our website for more about what we do.

Job description:

Job title: Data Administrator

Job Purpose: To maintain and care for our data systems so that they function as they're designed to.

Reports to: Data Manager.

Responsible for: N/A

Job description:

Duties and key responsibilities:

- Administering the Salesforce CRM that sits at the heart of our legal, fundraising, campaigning and operations work.
- Monitoring our automated data import, data export and extract, transform and load (ETL) processes to ensure they work as expected.
- Manually doing data import, data export and extract, transform and load (ETL) processes between our systems (such as Salesforce, Stripe, Mailchimp etc).
- Ensuring we maintain data integrity and quality across our systems by identifying inaccurate data and fixing it.
- Working with the data and insight managers to ensure that our CRM structure supports our organisation's data strategy and the needs of other users.
- Running analysis, segmentation, and queries for other members of the team.
- Creating basic Salesforce reports to serve colleagues across the organisation.
- Managing user permissions and access.
- Training other members of the organisation to use Salesforce.
- Working with other teams to solve data challenges and estimate and communicate the time needed to develop solutions.
- Documenting our data processes and data structure.

Job description:

Duties and key responsibilities:

- Oversee all owned and earned media channels, including email, website, social and traditional media.
- Oversee the development and production of creative content for paid and organic channels.
- Oversee the Head of Media and external Relations to craft compelling narratives for individual campaigns and the wider organisation, including the development of the Good Law Project brand and organisational narrative.
- Contribute to the strategic direction of the organisation as a member of the SMT.
- Provide relevant insight data to the SMT and to the board and contribute to strategic discussions at both SMT and board meetings.

Job description:

General responsibilities:

- Be flexible and carry out other associated duties as may arise, develop or reasonably be assigned in line with the remit of the position.
- Actively support and embed GLP's values and its positive culture in your professional practice at all times.
- Abide by all organisational policies, codes of conduct and practices and legal requirements.
- Support and promote inclusion, diversity and equality of opportunity in the workplace.
- Treat with confidentiality any personal, private or sensitive information about individual organisations, clients, donors and supporters, staff and projects.

Person Specification:

GOOD LAW Project

Essential experience:

- Experience in using Salesforce CRM as an administrator
- Experience in developing reporting, incorporating multiple criteria based on ever changing requirements
- Experience analysing data
- Experience using data management tools and techniques including Microsoft Excel (pivot tables, formulae, data manipulation and presentation).
- Experience solving difficult data problems
- Experience of working with data protection guidelines

Person Specification:

Desirable experience:

- Experience of working in the campaigning or fundraising space
- Experience of working with Mailchimp and Zapier
- Experience of working in a fast paced environment
- Undertaken Salesforce training

Person Specification:

GOOD LAW Project

Skills and Abilities:

- Commitment to a high standard of professional behaviours, including collaboration, honesty and integrity.
- Self-motivated with ability to work unsupervised, but can also work cooperatively as part of a team.
- Accurate and thorough, with attention to detail.
- Flexibility and adaptability in attitude and approach to work, with a willingness to 'muck in' and support the team with whatever might arise, working towards a common objective.
- Strong spoken and written communication skills which engage colleagues and stakeholders, encouraging understanding and participation.
- Self-confident and able to take initiative in areas of responsibility.
- Ability to manage multiple demands while consistently meeting deadlines.
- Experience using data visualisation tools like Looker Studio, Power BI, or Tableau
- Strong interpersonal skills e.g. approachable and able to demonstrate empathy while being clear about boundaries and organisational requirements.
- Ability to problem-solve difficult situations and deal with them calmly and effectively.
- Willingness to innovate and seek ways to improve wider organisational systems and procedures.

Person Specification:

Knowledge:
- You will have good, working, knowledge of GDPR
- Knowledge of UK political landscape.

Education/Training/Qualifications:
 N/A.

Other Requirements:
- Commitment to the core values and ethos of the Good Law Project.
- Commitment to anti-discriminatory practice and equal opportunities and an ability to apply awareness of diversity issues to all areas of work.
- Interested and motivated to further own skills and knowledge.
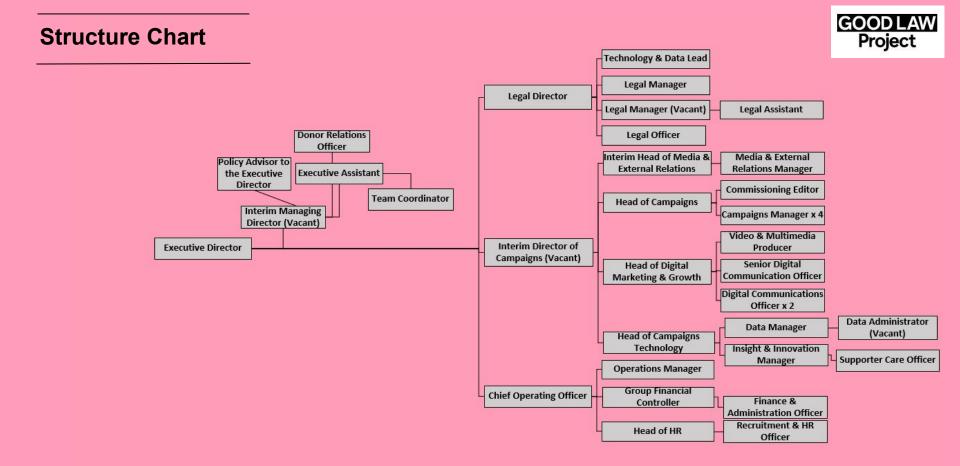
Our Values

Brave:

- We are brave and bold.
- We are fearless of those we take on and the issues we confront.
- We challenge injustice where we see it, even if the odds are stacked against us.
- We take strategic risks and are open to the possibility of failure.
- We challenge each other when it's in the best interests of Good Law Project, even if it's uncomfortable.
- As employees we step into more responsibility outside of our comfort zone.

Honest:

- We are honest, open and trustworthy.
- We default to transparency both internally and externally.
- We proactively share information.
- We hold our hands up if we get something wrong.
- We are candid about our successes and about our failures.

Decisive:

- We are decisive, nimble and responsive.
- We are responsive to the changing world.
- We take decisive action to turn ideas into reality.
- As individuals, we are flexible to the needs of the organisation.
- We balance processes and outcomes, recognising that good processes are more likely to deliver good outcomes.

Structure Chart

GOOD LAW Project

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Executive Director
 ├─ Interim Managing Director (Vacant)
 │   ├─ Policy Advisor to the Executive Director
 │   ├─ Executive Assistant
 │   │   ├─ Donor Relations Officer
 │   │   └─ Team Coordinator
 │
 ├─ Legal Director
 │   ├─ Technology & Data Lead
 │   ├─ Legal Manager
 │   ├─ Legal Manager (Vacant) ─ Legal Assistant
 │   └─ Legal Officer
 │
 ├─ Interim Director of Campaigns (Vacant)
 │   ├─ Interim Head of Media & External Relations ─ Media & External Relations Manager
 │   ├─ Head of Campaigns
 │   │   ├─ Commissioning Editor
 │   │   └─ Campaigns Manager x 4
 │   ├─ Head of Digital Marketing & Growth
 │   │   ├─ Video & Multimedia Producer
 │   │   ├─ Senior Digital Communication Officer
 │   │   └─ Digital Communications Officer x 2
 │   └─ Head of Campaigns Technology
 │       ├─ Data Manager ─ Data Administrator (Vacant)
 │       └─ Insight & Innovation Manager ─ Supporter Care Officer
 │
 └─ Chief Operating Officer
     ├─ Operations Manager
     ├─ Group Financial Controller ─ Finance & Administration Officer
     └─ Head of HR ─ Recruitment & HR Officer
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For any questions, please email: **jobs@goodlawproject.org**

Apply **here**:

We reserve the right to close this vacancy early if we receive a high volume of applications.