

# RECRUITMENT PACK

DATA EXECUTIVE

# CONTENTS

<b>Job description</b> .....	<b>3</b>
Key information.....	4
About the role.....	4
Responsibilities.....	5
Person specification.....	6
Hybrid Working Policy.....	7
Position in the team.....	8
<b>Your application</b> .....	<b>9</b>
Key dates.....	10
Application process.....	10
Completing your application.....	11
Diversity and inclusion.....	12
Requirements for working at Battersea.....	13
Data protection.....	13

# JOB DESCRIPTION



# KEY INFORMATION



## Job Title and Code

Data Executive (BDCH6217)



## Department/Team

Data & CRM



## Location

Battersea, London (50% hybrid)



## Salary & Grade

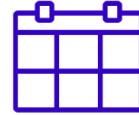
£25,400 per annum

Grade E



## Hours

35 hours per week, but we're always happy to discuss flexible working, part time hours and job share arrangements



## Duration

Permanent

# ABOUT THE ROLE

To maintain and develop the quality of data held on our fundraising database, Raiser's Edge. You will play an active role in data accuracy, data imports, user training and simple data selections, ensuring that we make the best use of our data. This role is integral for the success of Battersea Dogs and Cat's Home fundraising strategy.

# RESPONSIBILITIES

	Estimated % time
Data Quality & Imports	70%
<ul style="list-style-type: none"><li>• Run ad-hoc/regular bulk data imports onto our CRM, Raiser's Edge Database from internal systems (website) and third-party agencies to ensure Data Import SLAs are met each month.</li><li>• Support the Senior Data Officer with implementation of new data quality processes.</li><li>• Work with external agencies to clean the full database, ensuring that results are updated on Raisers Edge.</li><li>• Work with the Data Selections team to update communications sent to our supporters on Raiser's Edge.</li><li>• Support the Data Selections Officer with data quality checks on data segmentation, addressee/salutation validation, postal address/email/phone number checks and prompt ask clarification.</li><li>• Support the Senior Data Officer with Gift Aid data quality checks.</li><li>• Run simple monthly and weekly data selections to support the Income Generation teams in meeting their targets.</li></ul>	
Database Support:	15%
<ul style="list-style-type: none"><li>• Provide Raiser's Edge Support to all users.</li><li>• Stay up to date with Blackbaud (owner of Raiser's Edge) updates, stay informed of Raiser's Edge developments to identify new opportunities for our fundraising.</li><li>• Ensure that data export issues are reported to source agency for resolution.</li></ul>	
Database Training:	15%
<ul style="list-style-type: none"><li>• Support the Data Officer to deliver Raiser's Edge training sessions to new staff members.</li><li>• Deliver ad-hoc training on new developments as required.</li><li>• Ensure that all user processes are documented and maintained.</li></ul>	

## DECISION-MAKING & ACCOUNTABILITIES

- Prioritisation and scheduling own work to deliver high standards of data quality.
- Advise on best practice in using Raiser's Edge.
- Working with Agencies to report export issues and decide appropriate action to resolve.
- Ensure data imports are actioned against set deadlines.
- Compliance with the Data Protection Act.
- Delivery of training and support to users of the Raiser's Edge.
- Achieve the highest standards of data quality.
- Ensuring that fundraising data is useful and available to inform decision making.

# PERSON SPECIFICATION

## ESSENTIAL

- Experience of CRM Database skills, preferably Raiser's Edge.
- Experience of bulk data imports and data reconciliation against external data files.
- Excellent project management and prioritisation skills, with proven ability to manage time.
- Intermediate excel skills with strong attention to detail.
- Proven experience of working constructively and collaboratively with colleagues from different teams.

## DESIRABLE

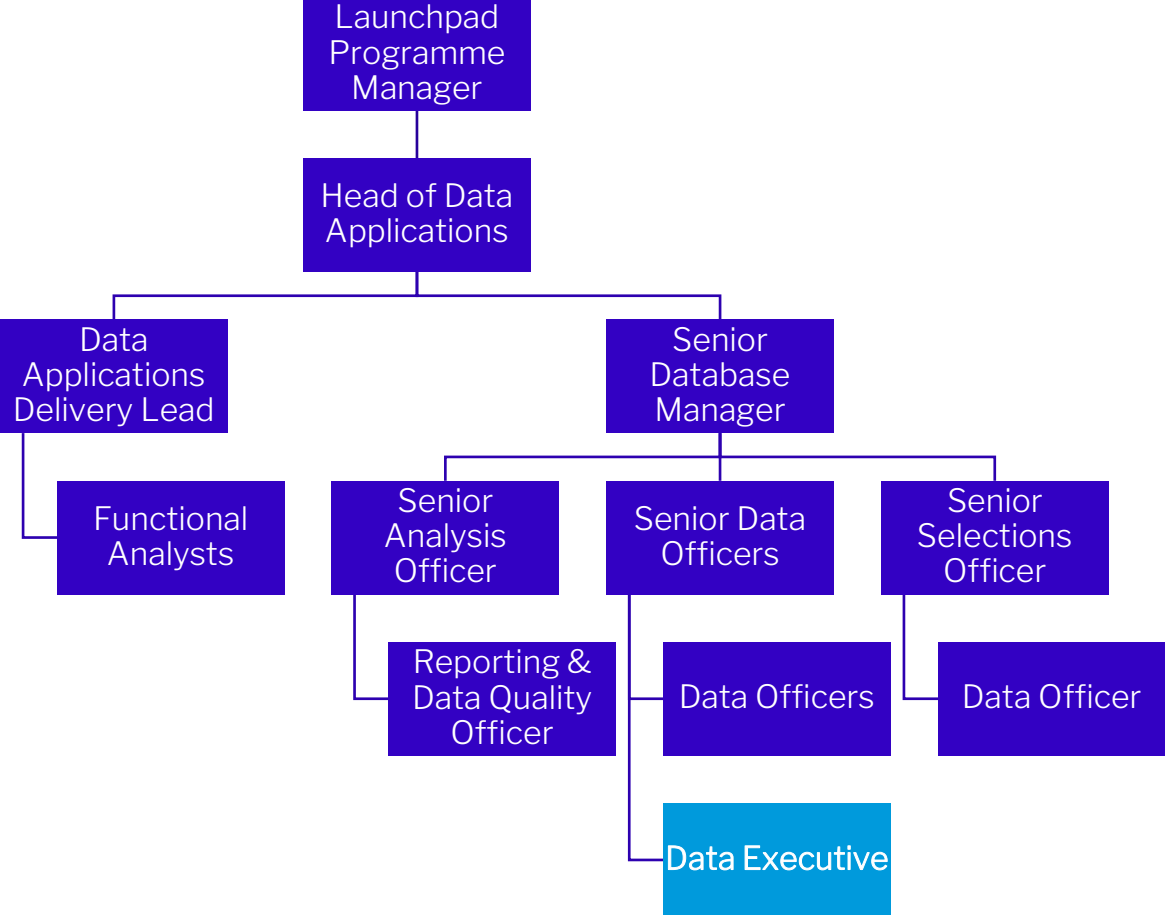
- Experience of database support in a charity environment.
- Knowledge of Gift Aid processes.



# HYBRID WORKING POLICY

We operate a hybrid working policy, with our office-based staff splitting their time between site based and home working. We believe this enables our office-based staff to maintain the benefits of home working, while allowing for collaboration and interaction with our animal-facing staff and maintaining a connection to our cause. As such, you'll be expected to work in our Battersea office for at least 50% of your working week.

# POSITION IN THE TEAM





# YOUR APPLICATION



# KEY DATES



## Closing Date

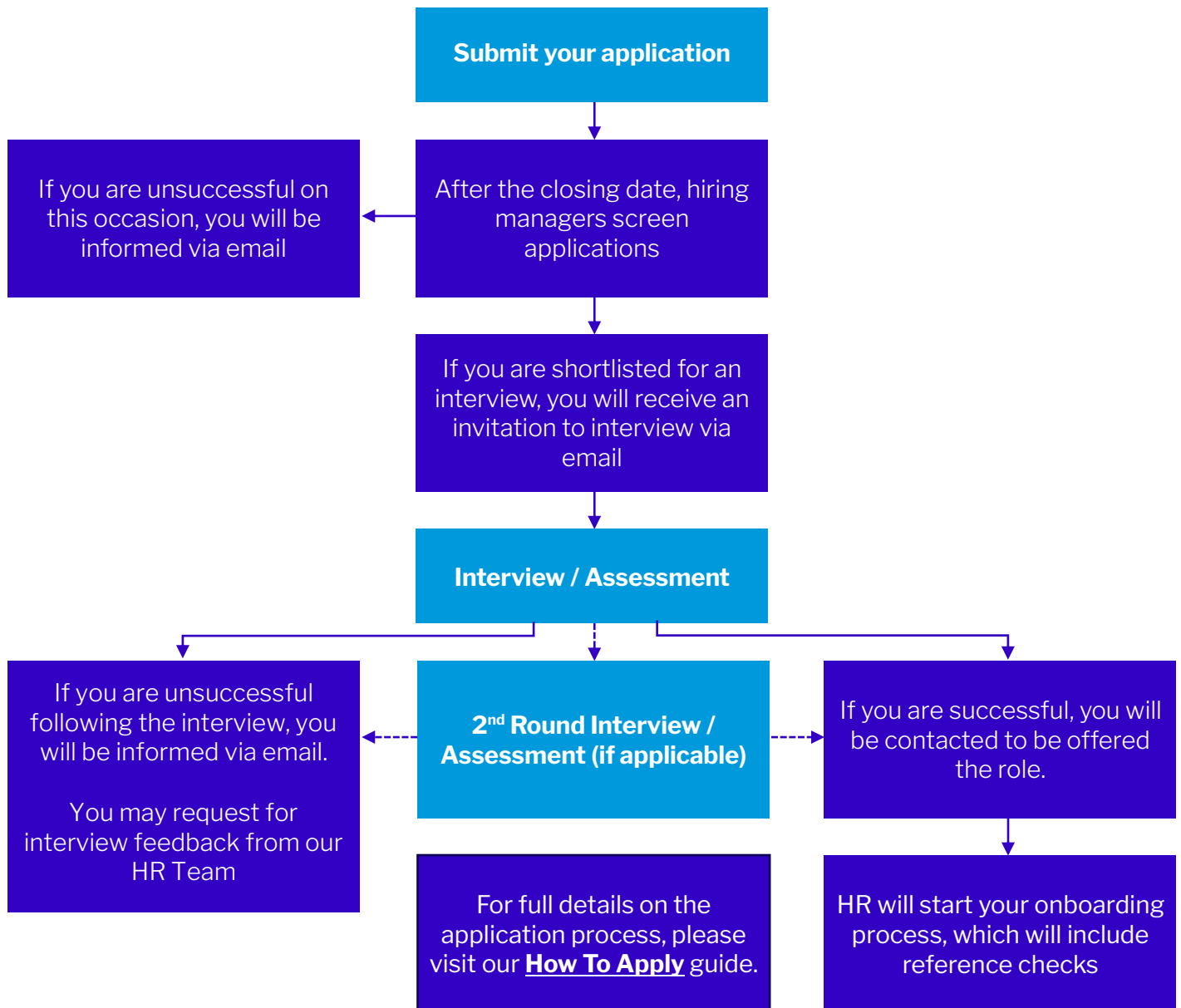
30<sup>th</sup> January 2025



## Interview Date

TBC

# APPLICATION PROCESS





# COMPLETING YOUR APPLICATION

The information below is provided to support you with completing your application.

- Our application forms will ask you for:
- Employment History
- Educational History (which is non-mandatory)
- Either a supporting statement of no more than 1000 words; or
- Responses to short-answer questions.

The statement and short-answer responses are a very important part of your application. This is your opportunity to showcase your knowledge, skills and experience, and how this relates directly to the person specification for the role.

Please provide specific examples where possible and demonstrate your key achievements. You might also consider referencing Battersea's key values in your application (for more on these values, please see the Life at Battersea document).

Once your application is complete, we encourage you to provide your diversity monitoring information. Whilst this is entirely voluntary, completing this information will form part of an anonymised data set to help us understand, measure and take action to ensure our processes are inclusive. Your information will remain confidential, be held in line with GDPR requirements and will not be used to determine whether you are shortlisted for any role (s) you apply for.



# DIVERSITY AND INCLUSION

## OUR COMMITMENT

We are committed to providing a welcoming and inclusive experience for all staff, volunteers and trustees and those hoping to join us. We operate an anonymised shortlisting process and actively seek to ensure our process is fair and equitable for all.

We understand the value of diverse voices, perspectives, and experiences to help us deliver even more for our dogs and cats, and we welcome applicants from all sections of the community.

## WORKPLACE ADJUSTMENTS

As a Disability Confident Committed Employer, we will also ask about any adjustments you may need at the application and/or interview stage. And, if you are offered a role with us, we'll talk to you about any workplace adjustments you may need to help you perform at your best. If you would like to talk more about this, please contact 020 3887 8341 or email [jobs@battersea.org.uk](mailto:jobs@battersea.org.uk)

# REQUIREMENTS FOR WORKING AT BATTERSEA

Please note that all offers of employment require:

- References deemed satisfactory by Battersea
- Proof of eligibility to work in the UK. For details on which documents can be used to certify your right to work, please refer to [Prove Your Right to Work](#)

## DATA PROTECTION

The information you provide in your application will be used by Battersea Dogs and Cats Home to assess your suitability for the role you have applied for.

Any special category information (such as information relating to ethnicity or sexual orientation) you choose to provide will only be used by Battersea to monitor and report on diversity and equality of opportunities. The provision of this information is entirely voluntary and will not be used in determining whether you are shortlisted for the role you have applied for.

Further information about how we protect and use your personal data is set out in our [Job Applicant Privacy Notice](#) or contact our Data Protection office at [DataProtection@battersea.org.uk](mailto:DataProtection@battersea.org.uk)



# BATTERSEA

HERE FOR EVERY DOG AND CAT

---

**BATTERSEA DOGS & CATS HOME**

4 BATTERSEA PARK ROAD  
LONDON SW8 4AA

---

+44 (0) 20 3887 8341  
JOBS@BATTERSEA.ORG.UK

---

Battersea is a charity registered in England and  
Wales (206394)

---

Patron HRH The Duchess of Cornwall GCVO  
President HRH Prince Michael of Kent GCVO

