



BATTERSEA

HERE FOR EVERY DOG AND CAT

RECRUITMENT PACK



Data Officer (BDCH6101) - Battersea London

Battersea is here for every dog and cat and has been since 1860. We are a leading animal welfare charity and over the last 160 years we've grown from one home in London to three rescuing and rehoming centres across the South East. With c600 staff and 1000 volunteers, we have cared for over three million vulnerable animals. We also campaign tirelessly to make things better for dogs and cats, sharing our expertise and educating the public and policymakers about responsible pet ownership. Join us and make a difference for every dog and cat.

Please read the information below thoroughly before starting your application.

Your Application

Your supporting statement is a very important part of your application. We cannot make any assumptions about your knowledge, skills and experience so the information that you provide in your supporting statement is vital for us to decide whether to shortlist you for an interview.

Please demonstrate how you meet the criteria and our values listed in the person specification, detailing your experience, skills, achievements and/or abilities that are relevant for the role that you are applying for. You should use specific examples. Please do not generalise e.g. "I usually...", or waste your word limit by telling us that you love dogs and cats. We are looking for evidence that you can thrive in the role advertised.

Your statement should not exceed 1,000 words. We recommend you draft and save your supporting statement outside of the application portal as your connection may time out and it is not possible to save this document online for future use.

Closing date: 29th April 2024

Interview date: TBC

If you do not hear from us within 2 weeks of the closing date, please assume you were unsuccessful on this occasion. Please note that we reserve the right to close this post early, should we receive a high volume of applications.

We are committed to providing equality of opportunity and valuing diversity for all current and prospective staff, volunteers and Trustees. We aim to ensure that this commitment, reinforced by our values, is embedded in our day-to-day working practices and our work together. We would particularly welcome applications from black and minority ethnic and disabled candidates, who are currently under-represented at Battersea.

Working at Battersea

Please note that all offers of employment require:

- References deemed satisfactory by Battersea
- Proof of eligibility to work in the UK

Data Protection

The information you provide in your application will be used by Battersea Dogs and Cats Home (Battersea) to assess your suitability for the role you have applied for. We will not use your personal data for marketing or fundraising purposes (unless you have previously supported Battersea) and will not share your data with any third parties for their marketing purposes. We will also ask you for sensitive information (such as information relating to ethnicity or sexual orientation), but only to allow 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

Job Description: Data Officer

Dept/Team: Data & CRM Programme	Location: Battersea London
Hours: 35 hours per week, but we're always happy to discuss flexible working, part time hours and job share arrangements	Duration: Permanent
Responsible To: Senior Data Officer	Responsible For: N/A
Works With/Key Contacts: Individual Giving Team Fundraising Team Comms Team External Agencies	Salary & Grade: £29,700 per annum Grade D

Battersea's approach to diversity

Battersea is here for every dog and cat and has been since 1860. We care for animals unconditionally, and we do not judge the owners of pets that need our help. It is this commitment which brings us together as an organisation, and we take great joy and pride in that.

We were founded by a female pioneer, Mary Tealby, who was unafraid to confront convention at a time when women leaders were rare, and animals were not universally loved. Her willingness to challenge the status quo is part of the legacy she leaves with us today, and we celebrate the impact we have made so far because of her vision.

We are ambitious to do more, including helping new populations of animals in new places beyond our centres; and we know we must adapt to the evolving world around us, harnessing the skills, experience and creative thinking of a diverse workforce to help greater numbers of animals and deliver the impact we all aspire to. And we know that an inclusive environment, where we welcome different perspectives and where staff and volunteers are empowered to be themselves, will ensure we continue to thrive.

We strive to create lasting change for animals and the people that care for them and believe that creating a truly diverse and inclusive Battersea, which is proudly open to all, will be essential in our mission to deliver greater impact for dogs and cats everywhere.

Why this role exists

To maintain and develop the quality of data held on our fundraising database. You will play an active role in data reconciliation, data imports, agency liaison, user training and simple data selections, ensuring that we make the best use of our data.

Responsibilities

% Time Allocated

<p>Data Quality & Imports</p> <ul style="list-style-type: none"> • Manage third-party agency relationships (acquisition and fulfilment agencies) to ensure that data export issues are resolved, and new data developments are implemented smoothly and communicated with all relevant stakeholders. • Implement new processes for data export as necessary for example updating Importomatic profiles. Maintain and enhance file specifications to ensure that data is exported in our required format. • Support the Senior Data Officer with implementation of new data quality processes. 	50%
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<ul style="list-style-type: none"> • Work with external agencies to clean the full database, ensure that results are updated on Raisers Edge. • Work with Fundraising Agencies to ensure the highest standard of data transfer. Promote best practice for security standards and compliance with Data Protection Act at source agencies. • Maintain and enhance data manipulation tools in MS Access and Tableau to ensure that all files can be imported seamlessly by the Data Executives. • Work alongside the Data Executives, run ad-hoc/regular bulk data imports into the Raiser's Edge Database from internal systems and third-party agencies to ensure Data Import SLAs are met each month. Manage expectations by effectively feeding back any delays with the relevant stakeholders. • Monitor and reconcile imported data files from agencies. Ensure that issues are flagged with relevant stakeholders. • Establish new internal processes with Fundraising Teams and ensure that these are rolled out to the Data Executives for Import. • Support the Senior Data Officer with development of new Importomatic profiles or other import processes. • 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. • Run simple monthly and weekly data selections to support the Income Generation teams in meeting their targets. 	
<p>Database Support:</p> <ul style="list-style-type: none"> • Provide Raisers Edge Support to all users. • Work with Blackbaud, flagging issues for resolution and stay informed of Raisers Edge developments to identify new opportunities for our fundraising. • Liaise with IT to ensure that Raisers Edge updates are tested and applied. • Ensure that data export issues are reported to source agency for resolution. 	30%
<p>Database Training:</p> <ul style="list-style-type: none"> • Deliver Raisers Edge training sessions to new staff members. • Deliver ad-hoc training on new developments as required. • Ensure that all user processes are documented and maintained. • Provide technical training on new processes for Data Services Team staff. 	20%

The above job description is intended to be an outline of the duties and responsibilities for this role. This is not an exhaustive list, and it is likely to change over time. You may be expected to undertake other duties that are commensurate with this role and grade.

Decision Making and Accountabilities

Decision Making

- Prioritisation and scheduling own work to deliver high standards of data quality.
- Advise on best practice in using Raisers Edge.
- Working with Agencies to report export issues and decide appropriate action to resolve.

Accountabilities

- Ensure that processes are in place to allow data files from all sources to be imported into Raisers Edge by the Data Executives.
- Compliance with the Data Protection Act.
- Delivery of training and support to users of the Raisers Edge.
- Achieve the highest standards of data quality.
- Ensuring that fundraising data is useful and available to inform decision making.

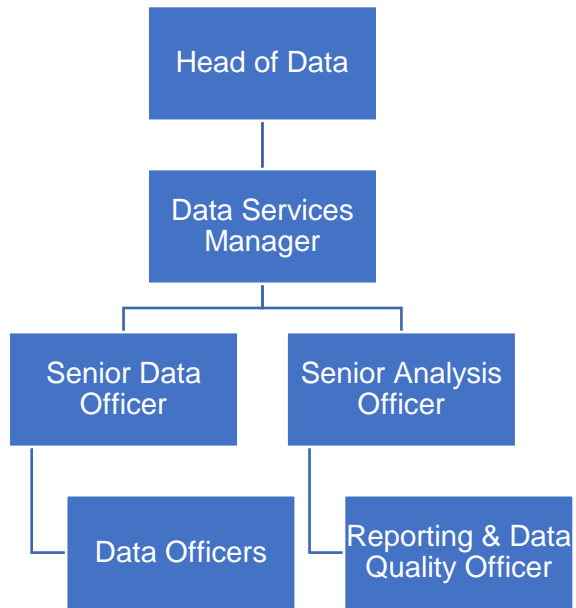
Person Specification

Job Specific	Outstanding Relational Database skills, preferably with Raisers Edge. In depth knowledge and proven experience of working at an advanced, autonomous level.
	Experience of manipulating large data sets and proactively identifying data issues and areas for development.
	Excellent project management and prioritisation skills, with proven ability to manage time.
	Experience of bulk data imports and data reconciliation against external data files.
	Able to communicate complex data, analysis and processes to non-technical staff either in written or verbal formats.
	Proven ability to identify enhancements to data structures and to implement plans to resolve.
	Proven experience of working constructively and collaboratively with colleagues from different teams.
	Outstanding Relational Database skills, preferably with Raisers Edge. In depth knowledge and proven experience of working at an advanced, autonomous level.
Values	CARE – We care wholeheartedly about our mission to be here for every dog and cat, and the work we each do to achieve this.
	EXPERTISE – We are experts at what we do, focusing on continual improvement, learning and growing our expertise, so we can all be the best we can be.
	DETERMINATION – We stay focused and solve problems to achieve our goals and our mission to be here for every cat and dog.
	RESPECT – We treat one another with respect, just as we treat every cat and dog with respect.
	INCLUSION – We champion diversity in all its forms, so that everyone can be themselves and feel valued and included.
	COLLABORATION – We understand that by working together across teams and with our partners, we achieve more for dogs and cats.

What we'd like you to have to do the job

- Experience of database support in a charity environment.
- Knowledge of Gift Aid processes would be an advantage.

Position in the team



Staff Benefits

We offer our staff a wide range of benefits to reward them for the value that they bring to Battersea, to support them in their work, to help improve their health and wellbeing, and maintain a healthy work-life balance.

We intend to offer these benefits on an ongoing basis but may amend or withdraw them at any time.

Pension Scheme

Our group personal pension scheme is available to all members of staff. New staff will be auto enrolled into our pension scheme in their second month of employment, if they meet the eligibility criteria, at our standard rate of 2.67% staff contribution, 5.33% employer contribution. The following month, new starters can choose to increase their contribution rates and so benefit from a higher employer contribution of up to 10%. Because the GPP pension scheme is a salary sacrifice scheme, Battersea will also invest approximately 50% of the savings it makes on Employer National Insurance Contributions into your pension plan.

The contribution levels are as follows:

Staff contribution	Battersea contribution
2.67%	5.33%
3%	6.2%
5%	10.3%

Example of monthly pension contributions for salary of £20,000:

Staff contribution	Battersea contribution	pension
2.67% = £44.50	5.33% = £88.83	
3% = £50.00	6.2% = 103.33	
5% = £83.33	10.3% = £171.66	

Annual Leave

Staff are entitled to 28 days annual leave (pro-rata for part time staff and in the first year of employment), rising to 29 days after 5 years and 30 days after 10 years employment. This is in addition to eight days paid public holidays every year.

Health Cash Plan

Battersea offers a healthcare cash plan free of charge to all staff, using a provider called Simply Health. This cash plan enables staff to claim 100% of the costs of everyday healthcare, such as dental treatment, eye tests, glasses, contact lenses, physiotherapy, chiropody, osteopath, chiropractor, health screening and much more, up to annual limits.

Gym Membership

Staff who choose to join the Cash Health Plan can get discounts of up to 20% off a range of independent and chain gyms, including Fitness First, LA Fitness, Virgin Active and David Lloyd.

Season Ticket Loan

Interest free season ticket loans are available to all staff after two months of employment with Battersea.

Cycle to Work Scheme

We offer a Cycle to Work Scheme to encourage health and fitness. This enables you to save up to 40% of the cost of the purchase of a bike and safety equipment, up to a maximum value of £2,500 including VAT, by having this cost recovered from salary over a 12-month period and so saving tax and National Insurance on this cost.

Paid Maternity Leave

All pregnant staff are entitled to up to 52 weeks' maternity leave regardless of length of service. Staff who have worked with Battersea for more than 12 months by the time their baby is born receive enhanced

maternity pay of 12 weeks full pay, with the remainder of their maternity leave being paid under Statutory Maternity Pay arrangements.

Paid Paternity Leave

Fathers to be or staff who will share the responsibility with a partner for bringing up a child, may have the right to Statutory Paternity Leave and Pay.

Staff who have worked for Battersea for more than 12 months by the time their baby is born receive enhanced paternity pay of two weeks full pay.

Employee Assistance Programme

We offer a Staff Assistance Programme to all staff free of charge. It offers completely confidential and impartial support, information, and counselling service to staff on legal, financial, debt management and emotional issues.

Life Insurance

All staff are covered by our life insurance scheme, which provides a nominated beneficiary/ies with a lump sum equivalent to four times the staff's salary in cases of death whilst in employment at Battersea.

Uniforms for all Operational Staff

Free uniform is provided for all operational and clinic staff.

Veterinary Treatment of Staff Animals

We provide cost price veterinary treatment for staff with ex-Battersea dogs and cats.

Discounted Pet Insurance

We offer staff a 20% discount off the cost of Petplan insurance.

Discounts in our Shops

We offer our staff a 25% discount in our shops.

Professional Membership Fees

After two months service, staff in roles where ongoing membership of a recognised professional body, (where this membership is gained through a qualification), is an essential requirement in the person specification for their job can claim the cost of one membership fee per year up to a maximum of £400.

Sabbatical Leave

Staff who have worked with us for five years or more can request six months unpaid sabbatical leave for personal or professional development, such as learning new skills or travel.



Battersea Dogs & Cats Home is a charity registered in England and Wales (206394)
Registered Office: Battersea Dogs & Cats Home, 4 Battersea Park Road, London, SW8 4AA.