



Fife Voluntary Action

Data Administrator

Job Description and Person Specification

Post Title: Data Administrator (MILO Data migration Project)

Hours: 35hrs/week

Salary: £7.45/hr

Reporting to: Project Manager

Main Purpose of Post

The purpose of the post is to accurately input data into the MILO database. The role is primarily data entry, a great eye for detail is needed. In addition the administrator will be required to check the quality of data already entered into MILO and to support the sourcing of additional data from organisations in Fife for inputting into MILO. Ability to work as part of team and on own initiative will be required.

Main Duties

1. To assist with the high volumes of data entry and maintenance of the organisational data held on the MILO Database;
2. To ensure the accuracy of organisational data already entered on MILO;
3. To ensure the organisational data uploaded from MILO to the website is up to date, accurate and to a common standard;
4. To follow set procedures but flag up issues encountered to line manager
5. To contact some organisations directly in order to confirm the accuracy of the data held on MILO;
6. To take personal responsibility for contributing to high quality standards in customer relations and communications;
7. Assist the Project Manager in developing community resources and creating collaborative working partnerships;
8. To help with ad-hoc tasks;
10. Other duties and responsibilities may be required after gaining experience.

This job description does not represent an exhaustive list of responsibilities and tasks but indicates the main responsibilities required from employees in the role. The organisation reserves the right to require employees to perform other duties from time to time.

The organisation also reserves the right to vary or amend the duties and responsibilities of the post-holder at any time according to the needs of the organisation's business.

There is a requirement to work evenings and weekends as necessary in order to ensure appropriate fulfilment of duties.

Person Specification

Essential requirements:

- IT literacy including the ability to use Microsoft Office (Word, Excel)
- Able to work consistently and with a high attention to detail
- Willingness to learn new skills and a proactive approach to tasks.
- Disciplined and methodical approach to work with good organisational skills
- Good interpersonal and communication skills
- A "can do" attitude to everyday challenges
- Good numeracy skills
- A sensitive and professional approach towards colleagues mindful of confidentiality and discriminatory practice.

Desirable requirements:

- Able to work independently, efficiently and proactively
- Experience of office administration and working in an office environment
- Experience of working within the third sector
- Experience of using databases including report formats and labels.
- Experience of using social media
- Experience of handling confidential and sensitive information
- Previous experience of customer telephone service

Values

- A commitment to the aims and values of FVA
- Understanding of working in an equal opportunities environment