

Personal Specification DATABASE OFFICER



CRITERIA	E	D	METHOD OF ASSESSMENT
Qualifications			
1. Good standard of Education to minimum of GCSE level; English language and Maths Grade C or above.	✓		Certificate/ Application form
Experience & Knowledge			
1. Experience of working with CRM database.	✓		Application form/ Interview
2. Experience of cleansing, manipulating, and analysing data.	✓		Application form/ Interview
3. An understanding of the importance of data management.	✓		Application form/ Interview
4. Experience of working with financial processes within an organisation and accurate data input skills.		✓	Application form /Interview
5. Experience of working to deadlines and prioritising workload.		✓	Application form /Interview
6. Knowledge of fundraising and charity sector.		✓	Application form /Interview
Personal Attributes and Behaviours			
1. Have a high regard for the work of hospices and a commitment to their ethos		✓	Application form and interview
2. A strong team player with the enthusiasm and energy to act proactively and demonstrate initiative.	✓		Application form and interview
3. Have a flexible approach to working hours and be available in the evenings and at weekends occasionally when required.	✓		Interview
4. Willingness to accept responsibility and to be proactive in seeking responsibility.	✓		Application form and interview

5. Show ongoing commitment to your own personal development.	✓		Application form and interview
6. A positive outlook to inspire others to support the cause.	✓		Application form and interview/test
Knowledge, Skills and Abilities			
1. Excellent Microsoft Excel skills – use of formulas/pivot tables/external data sources	✓		Application form and interview/test
2. Good working knowledge of other MS Office packages	✓		Application form and interview
3. Excellent verbal and written communication skills.	✓		Application form and interview
4. Ability to work independently and effectively as part of a team	✓		Application form and interview
5. Ability to work under pressure.	✓		Application form and interview
6. Good understanding of GDPR/Data Protection legislation and charity laws	✓		Application form and interview