



## Data and Information Manager - PERSON SPECIFICATION

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	GCSEs or equivalent	
<b>Skills &amp; Abilities</b>	Ability to present confidently to groups, team members or Trustees	
	Able to formulate and disseminate policy and procedure	
	Ability to lead a project whilst motivating and inspiring others	
	Highly organised with an eye for detail	
	Extensive practical experience of managing and cleansing databases	
	Ability to analyse data and communicate findings in simplified infographics	
	Resilient and able to work on own initiative with minimum supervision	
	Positive and flexible attitude to work	
	Excellent all round IT skills	
	Ability to organise and plan own workload, identify conflicting demands in order to meet targets and objectives	
<b>Knowledge &amp; Experience</b>	2018 Data Protection Legislation – Data Protection and Consent management	Experience presenting to senior management/trustees
		Experience of Access ThankQ
		Not-for-profit sector

<b>Personal Characteristics</b>	Patient and methodical	
	A strong team player	
	Motivational and persuasive	
	Focussed and committed	
	Resilient, able to work under pressure whilst meeting deadlines	
	Highly organised	
	Positive and flexible attitude to work	
	Analytical thinker	