



Y CARE
INTERNATIONAL

APPOINTMENT OF
Data Processor
November 2021

Introduction

Together, we envision and work towards a world where *every person's potential is fulfilled.*

All We Can is an international development and relief organisation, working to see every person's potential fulfilled.

Y Care International supports local opportunities for vulnerable young people and their communities across the globe, to change lives for the better. Focussed on serving the world's most marginalised communities, we are rooted in the Christian faith.

Together, we work through partnership alongside our global neighbours most impacted by disasters, poverty and injustice to enable flourishing and resilient communities.

From 1 September 2021, All We Can and Y Care International began a formal partnership – combining efforts to tackle poverty, inequality and injustice in some of the world's most vulnerable communities. We work as one organisational team, presenting as two unique brands, fulfilling two separate, but symbiotic, strategies.

All employees are employed by All We Can to work as part of one organisational team, which serves and supports the work of two separately registered charities – All We Can and Y Care International. Every role in the team is required to respond and engage appropriately and as directed, in work addressing and meeting the charitable objectives and operational functions of both brands.



Data Processor

Job Description

Location: Central London office (we also operate a Hybrid/Home working policy)

Purpose:

- To input all data needed from donations, correspondence and data capture methods for processing and analysis on organisational databases
- Support in the maintaining and development of the database and associated applications, undertaking data selections, analysis and insight and adhering to reporting protocols and needs as required

Responsible to: Database Specialist

Relationships: Internal:

- Finance & Resources Team
- Staff and Volunteers
- Trustees

External:

- Donors and supporters
- Mailing houses and service providers
- Consultants

Main Tasks and Responsibilities

1. To process donations and record income

- Enter all data from donations and correspondence accurately and expeditiously into the Raiser's Edge database.
- Produce batch sheets for financial processing and ensure the daily totals tally.
- Input information into the database pertaining to supporters, logging responses to adverts and appeals, and ensuring that records are corrected and updated on a regular basis.
- Administer the processing of Direct Debits including setting up and logging on Raiser's Edge, reconciling donations across CAF and other giving platforms with Raiser's Edge
- Support the liaison with Finance and Resources team in reconciling donations recorded on the financial system and Raiser's Edge, including checking bank statements and updating records from third party platforms.
- Process and record Gift Aid declaration forms, including processing Gift Aid envelopes, flagging donations which have not been gift-aided to Relationships Officers and filing Gift Aid declarations.
- Liaise with mailing and/or fulfillment houses as required by the Database Specialist
- Import data, using tools such as the Raiser's Edge global add function, or 'importamatic'.
- Support in the generation of reports and mailing lists as required
- Support the delivery of database and data processing improvement projects as required by the Database Specialist
- Work closely and collaboratively with the Relationship Officers within the PET team, ensuring joined up experience for donors.
- Scan or securely store and catalogue any physical data forms as directed by Database Specialist

2. Data management

- To support in data selections as required, as advised by the Database Specialist
- Clearly communicate and 'transfer' data to Public Engagement Team, flagging any key information, enabling them to follow up and engage with supporters and donors effectively.

- c. Import a range of website data, as required, including contact forms, event sign ups, and resource orders for further engagement by the Philanthropy & Individual Relationships Team.
- d. To input data gathered from physical sources (e.g. events response cards; written sign-up forms) into Raisers Edge Database

3. Data development

- a. To support Database Specialist in generating requested segmented data sets
- b. To be proactive in sharing ideas around improving data and proposing ways to clean and enhance the data of both charities
- c. Sharing insight and data processor perspective with the Database Specialist and Public Engagement Team on ways to ensure better data harvesting from source and point of entry on and offline, for more effective and expedited data entry

4. Data Compliance

- a. To remain aware of data protection legislation, adhering to it and complying with it in all data processing
- b. Identify and report any potential or actual leaks or risk of data breach to the Database Specialist

5. Other Responsibilities

- a. Attend and engage in team meetings, strategy meetings, Trustees' meetings and other meetings as appropriate and required
- b. Undertake any other reasonable duty consistent with the responsibilities of the post as requested by your line manager, the CEO or a member of the Senior Leadership Team
- c. Ensure familiarity with and adhere to our organisational policies and procedures and keep informed of all cross departmental activities
- d. Commitment to, and modelling of, the mission and values of our organisations, and acceptance of the unique purpose of each entity as an agency of international development and relief in our efforts to contribute to the end of poverty and injustice.
- e. Contribute actively to the building of a positive and inclusive team culture, valuing and demonstrating principles of equality, diversity and inclusion, understanding of the faith basis on which our movements are founded, and a commitment to work and engage in a demonstrably relational way with other team members and stakeholders.
- f. Actively seek and adopt ways to innovate, adapt and flexibly approach obstacles to progress and increased impact in all we do.

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Personal Specification

Attributes	Essential	Desirable	Method of Assessment
Education & training	Good literacy & numeracy skills	Training in Raisers Edge or similar database platform	A/I
Experience, Knowledge & Understanding	Experience of data input processing accurately and expeditiously	Experience in a charity or business of a similar role	A/I/W
	Strong grasp of IT and technology and a passion to use digital tools and processes to improve efficiency and collaboration		A/W
	Proficient in computer skills, including use of Microsoft Excel, Word and Outlook	Experience of back-end coding or data capture set up on web portals or sites	A/W
Special knowledge and skills	Passion for, and understanding of data and its value and importance in the work of good public engagement	Understanding of data regulations and compliance	A/I
	Excellent attention to detail to allow you to enter data with thoroughness, accuracy and consistency		A/I/W
	Ability to translate and interpret data, providing insights in response to requests		A/I/W
	Self-motivated, able to work on own initiative, while working as part of a small team, willingness to undertake training		A/I
	Collaborative, a good listener and retainer of information, with a 'can-do' approach to work		A/I
	Able to work under pressure, manage time effectively, problem solve and prioritise a range of varied tasks effectively		A/I
Special qualities	Commitment to our organisational vision, mission and values, and accepting of our identity as faith-based international development, relief and advocacy organisations actively engaged with the Methodist Church and YMCA's in the UK, Ireland and around the world	A genuine interest in cause-driven organisations and the nature of work of our two brands	A/I
	A genuine desire to help, support and find ways to overcome obstacles to progress and cohesive working		A/I

Method of Assessment: A – Application Form, I – Interview, W – Written exercise

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Terms and conditions

Term of Appointment: Permanent.

Hours of Work: A total of 35 hours per week, 5 days per week. Payment for overtime is not given but employees are entitled to time off in lieu by agreement.

Starting salary: £22,000.00 per annum

Holiday Entitlement: Holiday Entitlement: 25 days per annum, plus Bank Holidays and an extra three days at Christmas and New Year. Additional leave is also awarded after 2 years (3 days) and 5 years (2 days) continuous service (please note, holiday entitlement is pro-rata for a part-time post).

Other Benefits: Life Assurance, tax-free childcare scheme, Cycle to Work Scheme and Employee Assistance Programme, Confidential Counselling Service, Health Assured Scheme, Critical Illness/ Income Protection Insurance, TOIL, Volunteering Time Off Scheme, study leave, flexible working hours and working from home options (some limitations due to job roles may apply).

Sick Pay: Entitlement in accordance with All We Can/ Y Care's terms and conditions of employment.

Pension: All We Can/ Y Care operates a contributory pension scheme, with a minimum contribution of 6% employer and 3% employee that all employees are eligible to join. Full details will be provided at the commencement of employment.

Probationary Period: Appointments are made subject to the satisfactory completion of a probationary period, normally six months (or trial period to be discussed)

DBS (Disclosure and Barring Service): The appointment is subject to a Disclosure and Barring check, please see application form for full details

Season Ticket: Season ticket loans are available after the satisfactory completion of the probationary period.

Health and Safety: The post holder will be subject to All We Can's Health and Safety policy.

Equal Opportunities: The post holder will be subject to our Equality, Diversity & Inclusion policy.

Physical Conditions: Open plan office at a central London office, currently 25 Marylebone Rd, London, NW1 5JR, but this will move to a nearby office in 2022.

PLEASE NOTE: In response to Covid-19 and office changes, most staff are currently working from home with only core staff working for limited hours in the office. A return to the office in early 2022 will be subject to review and assessment nearer the time.

Applications

Applications should be sent by email to jobs@allwecan.org.uk and must be received by no later than midday on Friday 26 November 2021. Interviews will be held on Monday 6 December 2021.

Your application should be on the application form downloadable from the All We Can website – see www.allwecan.org.uk/jobs .

Applications will be reviewed on an on-going basis and interviews of strong candidates may be conducted before the advertised date. Early applications are strongly recommended.

The successful candidate will be expected to take up the post as soon as is reasonably possible.

For enquiries/further details please contact: Patti Tobin at p.tobin@allwecan.org.uk

All We Can & Y Care value people as individuals with diverse opinions, cultures, lifestyles and circumstances. We are committed to building a culturally diverse team and therefore encourage applications from a diverse range of candidates to help us reflect our world and the communities we work alongside.

In the UK, All We Can & Y Care's staff and volunteers are expected to follow stringent Safeguarding Policy and Procedures and an enhanced DBS (Disclosure and Barring Service) disclosure is required for all relevant members of staff and volunteers. In addition, our organisation follows Safer Recruitment principles and guidelines for all posts where contact with children and/or adults at risk is possible – this includes a full application process, interviewing candidates, taking up and verifying two satisfactory references, verifying qualifications, identity checks, and a full DBS check. Since 2021 All We Can has also been a part of The Inter-Agency Misconduct Disclosure Scheme – a scheme initiated to address the issue of known sexual abusers moving within and between humanitarian development and aid agencies. The scheme ensures development and aid agencies can effectively work together to share misconduct data between recruiting organisations and previous employers.

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All We Can is the operating name of the Methodist Relief and Development Fund, a charity registered in England and Wales, number 291691.
Y Care International is a charity registered in England and Wales Reg. No. 1109789, Company Reg. No. 3997006