



Monitoring and Database Worker

Purpose of role

- To collect and analyse monitoring information for Sahir House management and funders
- To maintain and develop the Sahir House database

Management

The post holder is responsible to the Chief Executive Officer

Principal responsibilities

- Develop and maintain the Sahir House CIVI CRM system.
- Compile data from Sahir House staff to evidence outcomes achieved by service users.
- Compile evaluation and outcomes data to evidence the impact of the organisation's training, stigma reduction, HIV prevention and health promotion activities.
- Produce data sets for quarterly reports as required by funders and Sahir House management.
- Work with Sahir House colleagues to produce the qualitative elements of reports, including the development of case studies.
- Analyse data and identify trends, themes and unmet needs.

General duties

- Carry out duties in a way that reflects that Sahir House as open, warm, respectful and committed to equality of opportunity and anti-oppressive practices.
- Play a key role in the organisation around GDPR and Data Protection.



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- *Contribute to work on quality standards, including ISO 9001; the level of involvement in this work will be based on the number of hours worked per week – see "hours" section below.*
 - Be responsible for the confidential maintenance of service user records and other relevant documents in line with Data Protection legislation.
 - Attend and participate in any in-house or external training as may be appropriate in line with the staff training and development policy.
 - Participate fully in line management supervision on a regular basis and participate in all staff support/team meetings.
 - Work in a way that promotes the safety and security of children and vulnerable adults.
 - Work in accordance with all Sahir House policies, procedures and guidelines.

Miscellaneous duties

- Deal with general enquiries to Sahir House
- Participate in Sahir House major events eg. World AIDS Day
- Any other duties commensurate with the grade of this post



Terms & Conditions

Post

Monitoring and Database Worker

Salary

The starting salary for the post is £21,693 *pro rata* depending on numbers of hours worked per week

Hours

There is some flexibility in the number of hours required, but will be between 16 and 21 hours per week, which can be worked across 3, 4 or 5 days per week.

Pensions & life assurance

Sahir House arranges stakeholder pensions and does not pay life assurance policies.

Holidays

Paid leave entitlement of 28 working days per year *pro rata* plus bank holidays *pro rata*.

Probationary period

There is a 3-month probationary period for this post.

References

Any offer of employment is subject to the satisfactory receipt of two references. Referees should be people who can comment on your abilities, but not relatives. One referee may be someone (except a relative) that you know in a personal capacity. You must state how you know this person.

All entitlements and conditions are outlined in the staff contracts / policy / procedure file.

Disclosure and Barring Scheme

Job application and contract is subject to satisfactory DBS checks which Sahir House will administer.

Trade Union Membership

Sahir House works with an agreed recognised trade union and all workers are welcome to join.