

Monitoring and Database Worker

Person Specification



Skills	Notes
Meticulous attention to detail and the ability to produce detailed, accurate written reports for monitoring and evaluation purposes	A, I
Excellent communication skills, both written and verbal, with the ability to adapt communication style and medium to suit different audiences	A, I, T
Excellent IT skills, particularly Microsoft Word, Excel and Outlook	A, T
Self-starter with the ability to manage own time and prioritise workload	I, T
Knowledge	
Understanding of service user confidentiality and protection of personal data	A, I
Thorough grasp of outcomes and outputs; monitoring and evaluation; familiar with ways to evidence all of the above and of frameworks / approaches to assess and demonstrate impact	A, I, T
Knowledge of Data Protection Legislation and GDPR requirements	A
Experience	
Producing monitoring data for charitable or statutory funders	A
Development and maintenance of database systems, ideally CIVI CRM	A, I
Work / involvement in the voluntary sector, in a paid or unpaid capacity	A
Maintaining and developing systems and processes, eg quality standards, performance improvement frameworks, kitemarks, etc.	A
Qualities	
Demonstrable commitment to equality of opportunity and anti oppressive practice	I
Ability to remain motivated in challenging circumstances	I
Ability to work as part of a multi-disciplinary team	A
Commitment to personal development	A

Please pay careful attention to the notes column at the end of the table above. The letter codes show how each of the criteria will be assessed:

A: Application – this will be assessed from the job application form

I: Interview – this will be assessed at interview

T: Test – this will be assessed by a short I.T. test as part of the interview process