**Data Administrator**

**Hours:** Up to 37 hours per week – part time applicants also considered

**Location:** Remote - working from home

**Contract type:** 31st March 2025 with potential extension for 5 years

**Salary:** £24,454.04

**Closing date:** Monday 13th January at midday

**Interview date:** TBC

**Job description:** We are looking for a self-motivated data administrator to help ensure the data recorded on our systems is reflective of our extensive service.

The role will sit within our UK Power Networks project support team, ensuring feedback is cascaded to relevant staff and data is correctly collated. Beyond this, the role will also provide similar support to our volunteer service and paid projects by reviewing cases daily and ensuring they meet funder recording requirements.

The applicant should be confident working with large amounts of data, using spreadsheets and data presentation software, and an ability to spot trends and share findings.

**Essential:**

* Good IT skills
* Able to work on own initiative
* Confident in using Excel
* Able to create reports to summarise trends
* Able to work with structure and purpose

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