Job information pack
Database Intern
Thank you for your interest in Pancreatic Cancer UK

It is a pleasure to know that you are interested in working with us. Please find enclosed further information about this position, which I hope you find helpful.

Pancreatic cancer is a tough one but we’re taking it on.

We are supporting those affected by the disease, investing in ground breaking research, lobbying for greater recognition of pancreatic cancer, and being a voice for everyone involved in the fight.

Together we are taking on pancreatic cancer.

- We provide expert, personalised support and information via our Support Line and through a range of publications
- We fund innovative research to find the breakthroughs that will change how we understand, diagnose and treat pancreatic cancer
- We campaign for change; for better care, treatment and research, and for pancreatic cancer to have the recognition it needs.

Pancreatic cancer is the tenth most common cancer in the UK, with 9,400 people diagnosed each year. For decades pancreatic cancer has remained on the side-lines, with survival rates stuck at 3%, and only 1.4% of the total cancer research spend\(^1\) dedicated to beating the disease.

But things are changing.

We’ve seen the start of positive change in treatment and care for pancreatic cancer patients. Today five year survival rates across the UK are at around 5%, that’s 180 more people each year surviving for five years or more.

\(^1\) National Cancer Research Institute partner spend
We will have the first ever national pancreatic cancer clinical guidelines to aid those involved in the diagnosis and treatment of the disease. And UK research investment has now reached £10 million a year.

We have much more to do.

Our ten-year vision is to transform the future for everyone affected by pancreatic cancer.

We will work to increase research spend to a game changing £25 million, with £10 million raised by our own team in the next five years. We will campaign for improved access to treatments, and better care for everyone with the disease. We will double the reach of our flagship service, the Pancreatic Cancer UK Support Line. And increase our income to £10 million a year by 2022.

But we can’t do this alone. We have always been at the heart of a determined community of people who share our ambitions. Our staff and volunteers are critical to the success of our plans.

If you feel energised by the prospect of joining our team to help take our challenging agenda forward, we would love to hear from you. You will be joining a great team of determined staff and volunteers in a fast moving organisation with a collaborative, professional culture.

Please take time to read through this job pack, take a look at our website and read through the job description and person specification to see how you would meet with our needs.

We hope to hear from you soon.

With best wishes,

Alex Ford, Chief Executive Officer
Job Description
Database Intern

Background
Pancreatic Cancer UK is pleased to be able to offer an internship opportunity in the Corporate Services Team.

Purpose
The purpose of the internship is to support the work of the Database Manager and to gain valuable work experience in the process. You will have the opportunity to be involved in a range of activities and tasks at entry level, which will provide a solid foundation for further career development. As a member of the team, you will have the opportunity to practise collaborative, team working skills and be involved in the work of the charity as a whole.

To support the provision of a high quality database support service to internal stakeholders across the charity.

Assist in the development, management and refining of data processes to ensure that we have the cleanest, most compliant and reliable data possible, thereby ensuring we achieve the best relationship we can with our service users and supporters, and derive the greatest benefit donors and supporters.

Activities / projects you will be involved in
- Importing data from external sources efficiently and to agreed timelines onto Raiser’s Edge database
- Data cleansing and housekeeping, building queries, creating reports, segmenting data for mailings and marketing, responding to internal requests for data, making structural changes to the database, supporting internal database users, ensuring protocols are followed, supporting the design and development of new procedures, liaison with external agencies

Objectives
By the end of the internship you will have developed the following areas of knowledge, skills and abilities:
- Improved knowledge and experience of Raiser’s Edge CRM database
- Deeper understanding of data protection compliance and best practice
- Team working skills – actively contributing to team planning and problem solving, and working collaboratively with colleagues
- Handling organisational requests for data
- Understanding our supporters as well as the fundraising and communications functions

Person specification
Requirements:

- Experience of using Raiser’s Edge or another CRM database
- Understanding database functionality: importing/exporting data, linking to other systems
- Highly organised
- Ability to share your knowledge with other staff as needed
- Aware of the need to protect personal and sensitive data
- Keen to learn and develop during the internship and have specific goals in mind

Location

You will be based at our head office in Vauxhall / Lambeth Bridge, London SE1.

Hours and duration

This internship is full time, 35 hours, Monday to Friday, with a one hour lunch break. Normal working hours from 9am to 5pm.

This internship will last for around six months.

Pay & Benefits

You will be paid a monthly salary in line with the National Living Wage which is currently £7.50 / hour for anyone aged 25 and over. You will automatically be enrolled in our pension scheme after a three- month waiting period and will benefit from a 4% employer contribution to your pension plan.

You will be entitled to the equivalent of 25 paid holidays per year plus bank holidays pro rata.

Right to work in the UK

You must have the right to live and work in the UK and be able to work full time, 35 hours per week.

If you are not a citizen of the EU and need permission to work in the UK, please note that PCUK is unable to sponsor you to acquire a visa or work permit.

You will be required to provide evidence of your right to work in the UK before we can offer a contract to work with us.

Checks / references

You will be required to provide at least one reference from an individual who knows you in a professional capacity.

We reserve the right to contact your most recent employer or education provider to verify your previous education and work experience.
How to apply

1. You must have the right to live and work in the UK. If you are applying from outside the UK, please let us know your situation before you apply.

2. The closing date for applications is Tuesday, 22 August 2017 at 9am

3. Please submit a CV which sets out your education and experience to date and prepare a supporting statement which sets out:
   
   a) Why you want to work for Pancreatic Cancer UK in this role
   b) How you meet the requirements in the person specification above.

4. Submit the CV and statement to jobs@pancreaticcancer.org.uk. You will not be considered if you do not submit a supporting statement as above.

5. Interviews will take place week commencing Monday, 28 August 2017. If you are not available on this date, it is unlikely we will be able to rearrange, but please let us know.

August 2017