

Pancreatic Cancer UK

Job information pack
Database Assistant

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.

I have just joined the charity as CEO, and this is a very exciting time to join us as we enter our planning cycle for the coming financial year, building on recent growth and impact.

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 spend¹ dedicated to beating the disease.

But things are changing.

¹ National Cancer Research Institute partner spend

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.

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

Diana Jupp

Chief Executive Officer

Job Description

Database Assistant

Background

This is a new permanent position at Pancreatic Cancer UK. It is an exciting time to join the charity as we grow and increase our profile and our impact. Contribute, as a member of the Database Management team, and as part of the Finance and Corporate Services Directorate.

PURPOSE

This role works closely with the Database Manager 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.

MAIN RESPONSIBILITIES

- Ensure that data from external sources is imported in an efficient manner and to agreed timelines onto the Raiser's Edge
- Undertake data cleansing/rationalisation tasks as required and recorded appropriately in accordance with the GDPR.
- Work with the Database Manager to build queries in Raiser's Edge to provide data files for external agencies and our own internal stakeholders
- Carry out organisation-wide requests to the Raiser's Edge support as directed by the Database Manager
- Manage key financial tasks such as importing online fundraising data, with support from the Database Manager
- Lead on the day to day data cleansing and housekeeping tasks
- Support staff across the organisation in their use of the database, ensuring that data protocols are followed
- Help to support the design and documentation of new procedures in order to achieve greater efficiency in our use of the database
- Liaise with external agencies to provide a high quality service to internal and external clients
- Promote best practice for accurate data handling, data protection guidelines and new GDPR guidelines

General responsibilities

- Any other duties as directed by and agreed with line manager

Person Specification

Criteria	Essential (E) Desirable (D)	Application (A) Interview (I) Test (T)
Qualifications		
Educated to degree level, or equivalent, with good literacy and numeracy	D	A
Understanding		
Understanding database functionality: importing/exporting data, linking to other systems	E	A, I
Understanding of the principles of data protection legislation and how they apply in practice when handling electronic and hard copy data in an office environment	E	A, I
Knowledge of GDPR and fundraising regulations	D	I
Experience		
Inputting data accurately and to deadlines	E	A, I, T
Familiar with working in an office environment	E	A, I
Applying data protection principles when working with electronic and hard copy data in an office environment	E	A, I
Good working knowledge of Raiser's Edge or similar CRM database	D	A, I, T
Skills		
Excellent attention to detail and numeracy skills, and ability to manage and prepare financial information and analysis	E	T
Competent/advanced user of Microsoft Office (Word, Excel, Outlook)	E	A, T
Excellent organisational skills, and highly efficient with the ability to manage a busy and demanding workload	E	A, I
Excellent written and oral communication skills	E	A, I
Ability to encourage staff to use the database to record numerous actions and activities and in a consistent manner	E	I
Ability to share your Raiser's Edge skills and experience with new and existing staff	E	I
A proven ability to work as part of a team in a way that increases value and supports the delivery of our charity goals	E	I
Able to show empathy for people with pancreatic cancer and their carers	E	I
Other requirements		
Right to work in the UK at the time of application	E	I
Commitment to our vision, mission and values: determined, compassionate, pioneering, with integrity, and to learning and development	E	I

Main terms of employment

Reporting to:	Database Manager
Salary:	£17,340-£21,000 per annum
Band:	Assistant
Location:	London SE1
Hours:	35 hours per week, 9am to 5pm
Tenure:	Permanent
Flexible working:	We provide flexible working arrangements to support team productivity and stability. This may include changed working patterns and working from home on occasions.
Holidays:	25 days per year, plus bank holidays. The holiday year runs from 1 April to 31 March.
Pension:	Eligible employees will be automatically enrolled into our Royal London pension scheme after three months. PCUK will contribute 4% of gross salary; employees are required to contribute 1% from 1 October 2017 and 3% from 1 October 2018. Employees can opt out of the scheme at any time.
Benefits:	We operate a government-approved childcare voucher scheme, offer travel loans for the purchase of an annual season ticket and a death in service benefit. All employees have access to our employee assistance programme offering a free, confidential helpline on work and personal matters.

How to apply

1. Please submit a **CV with a Supporting Statement** to jobs@pancreaticcancer.org.uk setting out how you meet the essential criteria marked A for application, as set out in the person specification above. If you meet the desirable criteria, you can refer to those too.
2. Please complete the **Supporting Statement Template** we have provided, setting out how you meet the essential criteria marked A for application. If you meet the desirable criteria, you can refer to those too. For each criterion, you need to provide actual examples from your work experience, Please note that you are very unlikely to be shortlisted unless you prepare this Supporting Statement – a generic covering letter is unlikely to provide the information we need

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3. The **closing date** for submitting applications is **Monday, 22 January 2018 at 9am.**
4. **Interviews** will take place in London on **Tuesday, 30 January and Wednesday 1 February 2018.**
5. If you are invited to interview, you will need to bring an original document to prove your **right to work in the UK.** Details will be provided in the invitation.

January 2018