

Database Officer, Adoption Support

Job Description

Line manager: Adoption Support Team Manager
Direct reports: None

Diversity Commitment

PACT is a supportive and respectful place where people are passionate about making a positive difference to the lives of women, children and families from many different backgrounds. We continuously look to progress the ways in which we create families and bring people together and encourage applications from people across all communities. We are committed to ensuring that our people and our services reflect the diversity of the communities we serve and applications from people from under-represented groups are particularly welcomed.

Introduction

PACT provides a range of Adoption Support services to its families to support adopted children and their families throughout their adoption journey.

We are delighted to have secured funding from the National Lottery Reaching Communities Fund to set up and establish a robust impact and data collection process and database so that clear outcomes can be measured and collected for the different areas within our adoption support services.

This project will increase PACT's ability to evidence the efficacy of its adoption support, ensuring that the services continually improve to meet the needs of families and driving learning of best practice across the adoption sector. The role of Database Officer will play a key part in delivering on this work.

The Role

Working alongside Adoption Support colleagues, the Database Officer role is responsible for maintaining the accuracy of the database, ensuring data is kept up to date as well as inputting, monitoring and evaluation of data and service user details. They will also contribute to the collection of feedback and case studies from service users.

The Database Officer will use the CHARMS database to produce comprehensive and tailored reports using both qualitative and quantitative data, derived from the new monitoring and evaluation system. These evidence-based reports are produced for a variety of audiences and will contribute to evidencing the effectiveness of PACT's adoption support services.

The Database Officer will also support the Adoption Support team to input data effectively.

Key Tasks

<input type="checkbox"/>	Input data from evaluations, activities, and one-to-one support into the database
<input type="checkbox"/>	Ensure the database is consistently updated with accurate and relevant service user details
<input type="checkbox"/>	Collaborate with adoption support colleagues to ensure data accuracy and completeness
<input type="checkbox"/>	Support the gathering of feedback from service users for cases studies and qualitative data
<input type="checkbox"/>	Assist in compiling case studies that highlight the impact of adoption support services
<input type="checkbox"/>	Provide administrative assistance to Adoption Support colleagues as needed
<input type="checkbox"/>	Contribute to the streamlining of administrative processes to free capacity and improve efficiency
<input type="checkbox"/>	Collaborate with colleagues to enhance the overall effectiveness of adoption support services
<input type="checkbox"/>	Collaborate with the Adoption Support Team to maximise the functionality of the CHARMS database
<input type="checkbox"/>	Ensure the database is efficiently utilised to capture and manage adoption support data
<input type="checkbox"/>	Create and produce tailored reports on adoption support data using the database for both internal and external audiences
<input type="checkbox"/>	Use both qualitative and quantitative data gathered according to new monitoring and evaluation system
<input type="checkbox"/>	Analyse adoption support data to identify trends, patterns, and key insights.
<input type="checkbox"/>	Provide insights and recommendations based on data analysis to enhance service delivery
<input type="checkbox"/>	Support and train Adoption Support colleagues in effectively using the database
	Other
<input type="checkbox"/>	To safeguard and protect vulnerable adults and children in accordance with PACT's Policies and Procedures at all times
<input type="checkbox"/>	To undertake any other duties deemed commensurate with this post as directed by the line manager
<input type="checkbox"/>	To take responsibility for, and be committed to, personal and professional development and keep up to date with law, regulation, guidance, standards, Government policy and research relating to all aspects of the work

	To demonstrate a commitment to promoting equality and diversity in the workplace and throughout service delivery
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Person specification

Essential Attributes	
<input type="checkbox"/>	Proven experience in administrative support role(s)
<input type="checkbox"/>	Previous database and/or data capture administration experience
<input type="checkbox"/>	Proficient in producing reports from a database
<input type="checkbox"/>	Strong data analysis skills with an ability to derive meaningful insights
<input type="checkbox"/>	Ability to pay close attention to detail and check for data accuracy
<input type="checkbox"/>	Experience in providing database training/support to colleagues
<input type="checkbox"/>	Excellent organisational and time management abilities, ability to prioritise workload and to meet deadlines
<input type="checkbox"/>	Effective communication skills, both written and verbal. Able to convey complex data in an understandable manner
<input type="checkbox"/>	Strong team player, ability to work independently and collaboratively
<input type="checkbox"/>	Commitment to maintaining confidentiality and sensitivity in dealing with service user information
<input type="checkbox"/>	Commitment to and enthusiasm for the aims of the organisation and use this to positively and proactively represent and advocate for PACT
<input type="checkbox"/>	Commitment to promoting equal opportunities and diversity in the workplace and provide an inclusive approach to working with service users
Desirable Attributes	
<input type="checkbox"/>	Working knowledge of CHARMS database
<input type="checkbox"/>	Experience of working in the voluntary sector
<input type="checkbox"/>	Familiarity with adoption support services
<input type="checkbox"/>	Understanding of the importance of data protection

This is a part time position, working 30 hours per week, based in our Reading office with hybrid flexible working arrangements.

PACT is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. Anyone joining our team is subject to PACT's Safer Recruitment pre-appointment enquiries. These include the provision of documentation of the right to work in the UK, Disclosure Barring Service (DBS) check, overseas police check where applicable and references covering a minimum 5 year period. All opportunities are based in the UK.