

## Person Specification – Data Coordinator

Requirement	Essential	Desired	How Assessed*
Education / Qualifications	Good general education which should include GCSE Grades A to C (or equivalent) in English and Maths	Bachelor's degree in a related field, such as computer science, mathematics, or statistics	Application Form
Experience	Proven experience in data management, database administration, or a similar role  Demonstrable experience of collaborating effectively with cross-functional teams	Experience of working within the charity sector and/or healthcare	Application Form/Interview
Knowledge and Skills	Strong understanding of data management technologies and best practices  Proficiency in database management, with the ability to extract, manipulate, and query data  Familiarity with data visualization tools, such as Power BI, to create visually appealing and informative reports  Ability to communicate complex data insights to stakeholders in a clear and concise manner  Familiarity with data privacy regulations and best practices  Excellent problem-solving and analytical skills  Excellent organisational skills, with the ability to prioritise workload effectively to meet deadlines		Application Form / Interview / Practical Test
Values and personal attributes	Ability to work independently and as part of a team  Resilient and able to effectively work under pressure  Strong commitment to the vision and values of St John's Hospice  Commitment to continuous professional development		Application Form / Interview
Disclosure & Barring	Standard Disclosure		Recruitment screening

\* Shortlisting candidates for interview – We will shortlist candidates for interview by scoring against the above essential and desired criteria. Please tell us in your application and 'Supporting Information' section how you meet the requirements we are asking for.