



Job Description

Job Title:	Project Data Administrator (Temporary position)
Department	Information Hub
Location:	Woodstock, Oxfordshire
Reporting to:	Data Manager
Salary	c.£26k per annum (pro rata) – Maximum payment of £2000 for 4 weeks work

Plunkett's Vision is for resilient, thriving and inclusive rural communities.

Plunkett's Mission is to inspire and empower rural communities to work together to find solutions to their needs through sustainable community enterprise. In our experience, rural communities have demonstrated resilience most when they work together to take control of the assets and services they value and need. We have seen first-hand how such action leads to inclusive and participatory businesses which stimulate social and economic activity for the long-term. These businesses are also proven to create opportunities for all and to improve people's quality of life, especially those most vulnerable and in need of support.

This post sits within the **Information Hub** at Plunkett, a team that is responsible for managing all data collected and held by the Foundation. The purpose of the information hub is to promote and uphold an organisation wide commitment to good data management. The Information Hub underpins the organisation operation in respect of frontline support and membership. It also significantly contributes to our research, policy, engagement and communications output.

How we work

Plunkett Foundation operates as a team. This means that every member of staff is expected to support Plunkett as a whole, and as and when required, this means helping others to meet important targets or complete organisation-wide initiatives. As such, there will be times when you are asked to work on tasks outside of your job description – but it also means that the whole of Plunkett is there to support you when required.

We strive to live up to our values, and be inclusive, accountable, innovative and collaborative in the way that we work – both internally and externally - and we welcome applications from like-minded individuals. As a member of the Plunkett team you will demonstrate a knowledge, understanding and commitment to equity, diversity and inclusion and its application in all that we do.

Job Purpose:

Plunkett Foundation is looking to appoint a short-term Project Data Administrator to oversee a data collection project, as part of one of our programmes of work called “Keep it in the Community” (KIITC).

KIITC is an online platform that was relaunched in January 2022. It contains data about community assets that have been registered as “Assets of Community Value” (ACV) with local authorities throughout England. The Project Data Administrator will work with our Data Manager to obtain the most up to date asset registers and ACV information from the 312 Councils in England to support a process of updating the KIITC records.

You do not need to have prior understanding or knowledge of Assets of Community Value or the Community Business sector. The post will be fully supported by our Data Manager.

This will be a full-time, fixed-term position based at the Plunkett Foundation office in Woodstock, Oxfordshire for a period of 4 weeks (20 working days). A part time arrangement, spreading the 20 working days across 6 weeks could be considered.

Principal Accountabilities:

There are three key areas of accountability for this role.

1. **Obtaining up to date ACV data from 312 English Councils.** This will involve:
 - a. Contacting local councils to request copies of their ACV registers
 - b. Searching for and downloading up to date ACV information
 - c. Liaising with community organisations to obtain an update on the status of an ACV
2. **Data processing relating to the ACV data obtained.** This will involve:
 - a. Cross checking data obtained in 2022 with data held on the current KIITC database
 - b. Processing all information held to present ACV data in a consistent way and remove duplicates
 - c. Creating an MS Excel file containing the 2022 data list
3. **Data upload of refreshed ACV information.** This will involve:
 - a. Working with the Data Manager, upload the reviewed and cleansed data to the Plunkett Salesforce Central Records Management (CRM) system
 - b. Create a dashboard of the information held to be shared with key partner organisations
 - c. Prepare the publicly available data for sharing on the KIITC platform

PERSON SPECIFICATION

Plunkett Foundation is looking for someone who is:

- Highly organised, with an ability to prioritise
- Is confident and proficient in using Microsoft Excel
- A team player who thrives in a team-oriented, collaborative environment
- Creative, target-driven, and determined to achieve objectives and outcomes
- Prepared to listen and to learn