

Do you want to make a difference? Could you be Read for Good's new Data and Technology Project Officer?



Are you curious? Are you confident handling data, identifying patterns, and working to find solutions? You might not have considered working in a charity but this is a really exciting opportunity to make a tangible difference. Everything we do is evidence and intelligence driven so this role is key to our work. From ensuring consistent, secure and user-friendly processes are in place through to trouble-shooting tech issues within the team and directly with the teachers and other professionals we work with, you will be confident to get stuck into a variety of different platforms and work with external specialists. Whilst you might not be specifically experienced in a particular package that we use, you will have the transferable skills to interrogate the back-end processes for pragmatic solutions, providing backbone support, helping to make the tech work for us, rather than the other way around!

- Full-time, salary from £25,000 subject to experience
- Office-based role in Nailsworth, Gloucestershire
- Due to location, own transport is desirable
- Closing date for applications is 31 March, although we are actively interviewing - early applications will be prioritised until the position is filled
- To apply send a CV along with a covering letter telling us why you want to work for us and how you meet the person specification (maximum 800 words) to cherry@readforgood.org



Why work for us?

Read for Good is a national charity committed to improving the lives of children in schools, hospitals and communities across the UK. We are a talented, creative, inquisitive bunch who share a passion for making a difference in the world. Alongside our wider team of freelancers, volunteers and trustees, we thrive in a culture that encourages curiosity, collaboration and creativity. Our distinctive branding, enthusiasm for internal and external collaboration, high professional standards and our passion to create compelling programmes that deliver results mean that we punch above our weight.

We pride ourselves on our charity's impact. Whether it's featuring on [BBC One's Children in Need appeal show](#), [BBC Radio 4's Charity Appeal](#), or hosting events for tens of thousands of children with the likes of Greg James, Bear Grylls, Cressida Cowell and Michael Morpurgo - we always aim high and drive for results.

We believe people benefit from working together, so our family-friendly roles are based in modern, light, plant-filled offices with free parking, next to a stream filled with wildlife and just a 5-minute walk from the lovely shops and cafes in the beautiful Cotswolds market town of Nailsworth.

Did we mention we're mad about books?!

As one member of our team said "It doesn't feel like work!"

Don't worry if you don't tick all the boxes in our person spec - you might still be just the right person for our team. If you're excited about working for us, and have most of the skills or experience we're looking for, please apply. Check out our website and LinkedIn for other available roles.

Key Responsibilities:

- Salesforce CRM management and internal development working with the needs of the team
- Provide data analytics, reporting, reconciliation and KPIs to inform our strategy
- Support CEO & COO working with external specialists to implement tailored tech solutions
- Deliver internal cyber security and storage solutions, including photo and film
- Provide technical support and page development for our website using WordPress
- Be an in-house expert for our newly developed Track My Read web-app, supporting teachers and librarians to set up their own
- Vimeo and YouTube curation and oversight
- Providing tech troubleshooting support as well as training and dissemination to the team

Person Specification:

Ideal skills and experience

- Effective communicator with excellent interpersonal skills, including the ability to make complex ideas accessible
- Strong attention to detail and a high degree of patience
- Excellent organisational skills with project management and implementation experience
- Proven track record of working with standard IT packages and different platforms, eg MS Excel, WordPress, Google suite, Salesforce, Spotler/CommuniGator
- A drive to question, interrogate and clean data - the ability to ask the right questions to ensure the tech serves needs of the charity
- High professional standards, with good level of literacy and numeracy

Personal qualities

- Ambitious and desire to work to a high professional standard
- A proactive and energetic personality, adaptable and enthusiastic
- Self-motivated, curious and able to be effective independently as well as part of a team
- Willing to work hard and with a flexible 'hands-on' and 'can-do' attitude
- An understanding that as a small team, there are times when everyone has to muck in

General requirements of all staff

- Supportive of Read for Good's mission of getting kids in the UK reading for pleasure
- To work with integrity, good governance and compliance, in line with Read for Good's policies and procedures
- Adhere to the highest standards of best practice, including safeguarding and the Fundraising Regulator's Code of Practice and other relevant legislation
- Confidentiality – maintain a strict confidentiality of information
- Good standard of written and verbal English, and competent IT skills
- Undertake any other duties as reasonably required by the organisation
- This role is subject to the receipt of a satisfactory Enhanced Disclosure and Barring Service check and suitable references

What we offer in return:

- 25 days holiday (plus Bank Holidays)
- In addition, office closed between Christmas and New Year
- Pension scheme
- Flexible, caring, people-centred culture
- Training and internal opportunities to support professional career development
- Access to a free 24/7 confidential counselling service
- Ample free parking and bike racks
- Spacious offices with different break out areas including sofas, standing workspace and riverside outside space
- Regular office socials, free tea and coffee, and office book swap!

Equality and Diversity

Read for Good celebrates the diversity of the communities in which we work and is fully committed to inclusion and equality of opportunity. We welcome applications from individuals regardless of their race, ethnicity, sexual orientation, religion, age, gender identity, disability or who are part of other groups that are disadvantaged and/or marginalised.