

# **DATABASE ASSISTANT RECRUITMENT PACK**

**May 2024**



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## What we do

**We are Youth Music.** We're the UK's leading young people's music charity. And we believe that every young person should have the chance to make, learn and earn in music and wider creativity. Yet our research shows that many can't because of who they are, where they're from or what they're going through.

We leverage our insights, investment, and influence to build a national grassroots infrastructure that ensures the future of music is more inclusive, diverse, equitable and accessible.

Youth Music is a national charity funded thanks to the National Lottery via Arts Council England, players of People's Postcode Lottery and support from partners, fundraisers and donors.

For more information, visit [www.youthmusic.org.uk](http://www.youthmusic.org.uk). Read more about our funding programmes on the [Youth Music Network](#).

"I joined Youth Music after completing an internship post university. It has been amazing. I've developed a lot both professionally and personally. This is due to the supportive and inclusive nature of Youth Music. I find communicating with my colleagues easy and effortless. I wanted to work for an organisation with a good vision, goal, and environment which Youth music has proven itself to be and more. My colleagues on every level, are open, kind, and ready to help in a timely manner. The atmosphere of Youth music is warm and inviting. I'm happy to be a part of such an amazing vision and goal" – **Temi, Finance & Admin Assistant, July 2023.**

## Diversity & Equal Opportunities

Youth Music is an equal opportunity and [Living Wage employer](#). We are committed to attracting, recruiting and retaining diverse candidates. It's important that our team reflects the communities we serve.

We are currently under-represented by individuals from a working-class background, the Asian/Asian British community and wider Global Majority, Disabled people, the Trans community and people of faith.

If you are Disabled and your application meets the minimum criteria for the post, we will offer you a guaranteed interview. Youth Music is a [Disability Confident](#) Comitted Employer and we are committed to making adjustments that would support you in applying for, or carrying out the role.

Please contact [constance.dingri@youthmusic.org.uk](mailto:constance.dingri@youthmusic.org.uk) if you have a disability and/or access requirements or if you wish us to consider any other reasonable adjustments to ensure the interview process is fully accessible.

## Salary and Benefits

**Salary:** £25,000 per annum (Full Time Equivalent), pro-rata if part-time

**Pension:** 8% of salary towards a non-contributory group pension

**Contract:** **Fixed Term contract to 31 March 2026, (with the potential to extend)** part time, three or three and a half days per week (22.5 or 26.5 hours per week). We operate a blended working approach where you will be required to work in the office on Tuesdays and Wednesdays

**Location:** The Print Rooms, 164 – 180 Union Street, London, SE1 0LH

**Holidays:** 25 days pro-rata plus public holidays and additional days over the Christmas period when the office is closed

### **Additional benefits:**

- Learning and development opportunities.
- A loans programme to cover the initial cost of, for example a bike to cycle to work or gym membership.
- Death in service insurance.
- Critical illness insurance.
- Income protection insurance for illness.
- An employee assistance programme.

There is also an opportunity to fully engage in the staff led Values Committee, Environmental Working Group and the Inclusion, Diversity, Equality and Access (IDEA) working group.

## About The Role

This is an exciting new role, designed to support the organisation through administration of our grants database. The Database Assistant will maintain Symplectic Grant Tracker, a key organisational database, ensuring all data is accurate and meaningful. This database holds the application portal for organisations and is how the Grants & Learning Team manage and support funded partners with their grants. You will undertake regular database administration tasks, such as adding new users, updating forms, importing data and amending the database where required by the team.

You will play a key role in the organisation around GDPR and data protection, working alongside the Database Administrator with a focus on our Salesforce databases, to ensure consistency across both systems. You'll be working within a team that advocates for evidence-led decision making and a sustainable data culture.

You'll be a member of the Communications & Marketing team, reporting into the Insights Manager. You'll also be working closely with the Grants & Learning Team who are responsible for delivering our ambitious, nationwide grants programme and who currently support over 500 grassroots organisations and 18-25 year old creatives. This role will be responsible for ensuring that the correct information is stored effectively and is easily accessible, reportable and usable on Grant Tracker. The Database Assistant will assist us to demonstrate delivery against our Business Plan by programming our grants database to be the most effective at collecting and producing the data output needed by the team.

This new role will be a reliable support for users across the organisation, providing helpful and friendly support.

## About you

You will have experience with databases, excellent administration, communication and analytical skills, and a keen eye for detail. You will be highly organised, task-focused and have a methodical approach to your work. In addition, you'll be able to demonstrate good understanding of regulatory and compliance practices surrounding data protection. You will lead on with the review and writing of guidance and user support materials, enabling users to feel confident in their use of databases.

You'll enjoy liaising with colleagues and staff at all levels. You'll be proactive, thriving in a busy environment with an ability to prioritise based on organisational need. You'll have a collaborative approach, able to communicate to audiences with varying levels of technical expertise.

Your key data management and interpersonal skills will help us work towards our organisational outcomes; to equalize access and outcomes for children and young people, empower projects and professionals to survive and thrive, and inspire change amongst the creative ecosystem.

You will be interested in developing a career in data management, particularly in the creative sector and/or grant-making. This role will enable you to develop your technical skills while gaining a good understanding of how a grant-maker and creative industry-based organisation works, as data and data management cuts across all elements of our work.

## Key responsibilities

### General administration duties

- General administrative functions for Grant Tracker: user maintenance, updating records, importing data and amending the database.
- Database administration for funding programmes: setting up funding rounds, building forms, testing and ensuring data integrity.
- Create and maintain reports and dashboards for teams across the organisation, presenting data in a useful and efficient way.

### User support

- Provide training for new users and growing Grant Tracker skillsets across Youth Music with one-off and ongoing training, support the development of our 'super-users', maintaining relationships across the team and supporting them with their daily system requirements.
- Maintain user manuals and system documentation, building upon existing data management processes and user guides.
- General bug-fixing and user support.

### Database maintenance and integrity

- Performing database maintenance tasks, including diagnostic tests and ensuring data integrity.
- Ability to find creative and innovative solutions to solve problems and improve efficiency.
- Ensuring we comply with our own policies across all our databases with regards to GDPR legislation.
- Managing the relationship with our technology partners by gathering detailed requests for improvements or changes to the system.

### General

- Carrying out all such additional duties as are reasonably commensurate with the role.
- This job description is not necessarily an exhaustive list of duties but is intended to reflect a range of duties the post-holder will perform.

## Person specification

### Essential

- At least one year's continuous experience working in a similar role.
- Ability to work independently with own initiative on various ongoing projects.
- Excellent attention to detail, with high levels of accuracy and consistency.

- Good understanding of GDPR, and familiarity with approaches to ensuring data integrity.
- Strong MS Office skills, including the ability to segment, analyse and manipulate data (Advanced Excel).
- Strong relationship-building skills with the ability to provide helpful and friendly support to database users during introductory and ongoing training.
- Excellent project management skills and the ability to deliver high-quality work in a fast-paced environment.
- A fast learner, with willingness and commitment to develop further knowledge and qualifications on key systems (with support from Youth Music).
- Knowledge of and commitment to inclusion, diversity, equality and accessibility.

## Desirable

- Experience in a charity, agency, youth or music organisation.
- Knowledge of grant making.
- Understanding of the music education and / or music industries landscape.
- Passion for music and interest in its benefits for individuals and society.

## How To Apply

To apply please [visit our website](#). You'll need to complete the following, sending them to: [jobs@youthmusic.org.uk](mailto:jobs@youthmusic.org.uk) with the subject line 'Database Assistant'.

- Application Form
- Applicant Details Form
- [Equal Opportunities Form](#) (this is an online anonymous form to complete)

We also accept video/audio applications; please include the same information shown in the written application format.

Deadline for applications: **5pm, Friday 28<sup>th</sup> June 2024.**

Suitable candidates will then be invited to an in-person interview to be held on **Tuesday 9<sup>th</sup> July 2024** at Youth Music's offices. Youth Music will cover travel expenses for successful candidates that attend their interview.

Unfortunately, due to capacity, we will only be able to contact candidates that have been shortlisted to interview.

# YOUTH MUSIC

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LIMITED COMPANY NUMBER: 03750674