Data Integrity Volunteer Job Description

We are looking for 1 to 2 Data Integrity Volunteers who will be responsible for handling UK organisation data and inputting this into our online platform. We currently have three volunteers in post and as Street Support Network grows, we envision our Data Integrity team increasing in size, supporting our Network to tackle homelessness.

Main tasks, duties and responsibilities:

- Sort and check online documents for accuracy;
- If scans of printed documents received, transcribe information into required electronic format;
- Enter/update/delete data from online/scanned documents into our online platform;
- Initiate and respond via email to requests for data entry;
- Able to offer suggestions for improvement to our online platform if/when you see it. We encourage active participation and value the thoughts and ideas of our volunteers.

Education and experience:

- Proficient understanding of Gmail and Google Drive;
- Proficient understanding of Microsoft Office (Excel & Word);
- Ability to pick up new online platforms (training provided);
- Accurate keyboard skills and proven ability to enter data at the required speed;
- Fluent in English;
- Good communication skills both written and verbal.

Key Competencies and Skills:

- A self-starter able to work independently and as a team;
- Planning and organising;
- Information collection and management;
- Problem solving;
- Attention to detail;
- Decision making skills;
- Proofreading and checking skills;
- Communication skills;
- Excellent time management skills.

Other requirements:

- You will need access to your own computer/laptop with internet access;

Commitment

Length of appointment - There is a minimum requirement to commit to six months for this role with the intention of the role being extended.

Hours - The minimum commitment is 8 hours per week.

When you input data will vary on whether we have a new project in progress or if it's business as usual (BAU). We ask that you take responsibility for managing your time management to ensure all tasks are completed for that week. However, If you are struggling for any reason, please do ensure you speak to us and ask for help when needed. We're a strong and close team who support each other when needed!

In return for your dedication and commitment you will receive:

- Excellent training & support;
- Ongoing support and guidance from your manager and technical support;
- Exposure to the third sector;
- Opportunity to help shape the future of Street Support Network and be part of tackling homelessness.

Location: Remote.

Street Support Network is a digital organisation with staff and volunteers living in the UK, Indonesia and Hong Kong. Our services are based in the UK but we welcome applications from across the world as long as your written and spoken English is fluent. Our meetings take place via Zoom.

Probationary period

The successful candidate will have a one month probationary period to ensure that it's the right fit for both you and us. Throughout the first month, our UK Network Coordinator will have regular check-in's to discuss how the appointment is going, to offer/receive feedback and to provide any support needed.

Application

Please, email your CV and outline the value you would add to our organisation to soraya@streetsupport.net, our Network Manager. Successful applicants will be contacted within three working days of receiving their application to be invited to an informal chat over zoom with Soraya.

End date

18:00, 7 October 2022.