Data Integrity Volunteer Job Description

We are looking for Data Integrity Volunteers who will be responsible for handling UK organisation data on our online platform. We currently have two 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:

- Read through organisation websites and transfer the relevant information to our online platform;
- If scans of printed documents received, transcribe information into required electronic format;
- Enter and update data from online/scanned documents to our online platform;
- Email and correspond with organisations for verification of their data.

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;
- Good communication skills both written and verbal.

Key Competencies and Skills:

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

Logistics:

- Computer Access - You will need access to your own computer/laptop with internet access;
- Length of Appointment - Minimum requirement of six months with the intention of the role being extended.
- Hours - 7 hours per week.
- Working Hours - As you will be adding and updating data, as long as you can commit to 7 hours per week, the timing is flexible and can suit your lifestyle.
- Location: Remote. Street Support Network is a digital organisation with staff and volunteers living in the UK and Indonesia. 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.

In return for your dedication and commitment you will:

- Receive excellent training & support;

- Receive ongoing support and guidance from your manager and technical support;

- Be exposed to the third sector;

- Be 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.

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, Soraya Sheikh, our 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

Open ended.