

JOB DESCRIPTION

Job Title:	Database (Connect & Nationbuilder) Administrator
Responsible to:	Head of Data & Tools
Salary:	£22,000-£26,000 per annum
Benefit:	8% Employer's Pension Contribution
Tenure:	Permanent
Hours:	Full time 40 hours per week
Location:	Edinburgh or will consider Home/London based

Purpose of job

To manage and maintain the large quantities of campaign data held by the Liberal Democrats. The holder will be responsible for managing the centrally held data on Lib Dem servers, and for managing connections to externally hosted data.

Key Responsibilities

1. Manage security/performance/availability/backups of internal databases – including our copy of the electoral register, and collected campaigning data
2. Manage external data imports/exports – Electoral Register/TPS/AddressBase
3. Help manage data within external databases (Connect/NationBuilder); ensuring that target groups are accessible by users
4. Work closely with Analytics team to ensure to aid their work, and ensure that relevant data is accessible
5. Audit use of databases, managing user access and user privileges
6. Help ensure our compliance with relevant data laws and our privacy policies

Essential Skills and Experience

The ideal candidate will be able to show knowledge of, or previous relevant experience that demonstrates:

- MySQL – experience in maintaining very large database systems for uptime; and experience in analysing and writing efficient queries
- Scripting languages – reliably automating regular processes

Desirable skills and experience

- Campaign experience with Liberal Democrats
- Connect and NationBuilder
- NodeJS/Java experience