Role Profile:
Data Manager and Deputy Data Manager

Person profile	Managing our understanding of and communication with the branch's members and supporters is vital – WE need data gurus and nerds! WE are looking for two dedicated volunteers to manage and develop branch membership communication and analysis. Branch Data Manager and Deputy Data Manager responsibilities include: - Managing branch members and supporter records on Nationbuilder (WE's national database), working with WE central team and other data managers - Being first point of contact for branch's members and supporters and sending email blasts out - Welcoming new members and supporters with friendly emails - Analysing Nationbuilder's data, and other data sets, to provide analysis to help branch strategy, membership plans and campaigns Helpful experience / skills: - Experience of managing databases and being confident in learning new IT systems is really helpful for this role - Some awareness of the UK law on data protection and information security, or ability to research and understand this area - Good written communication skills In addition: - You'll be prepared to sign the WE Code of Conduct outlining expectations around confidentiality, data protection and that you're not disqualified from holding public office, or have been declared bankrupt. This role is also an active member of the branch officer team and will help develop branch strategy, membership plans and campaigns. All branch officers may interact with the WE central office team, and represent the branch on occasion.
Ideal experience (please note: this is just to give an idea of skills/experience which might be useful – enthusiasm and a willingness to get stuck in are just as important!)	WE are looking for someone can commit to this post for at least 12 months and who has: • Experience of using databases, and learning new IT systems • Understanding of project and data management • Experience of managing communications both externally and internally, including intranet and internet management • Good organisational skills • Analytical and problem solving skills • Experience of data analysis and reporting • Attention to detail
Commitment	Time commitments are likely to vary from week to week and month to month depending on what is going on, however we believe on average: 2-5 hours per week