



Post Title: Information Officer, Trinity Development & Alumni
Status: Two year Fixed-Term Contract; Full-time
Company: Trinity Development & Alumni
Location: Dublin
Reports to: IT/Database Manager, Trinity Development & Alumni
Salary: €35,000

Trinity Development & Alumni (TDA) is the primary fundraising agency for Trinity College Dublin. It is responsible for supporting Trinity's ambitious educational, research and outreach programmes and has been instrumental in raising funds in excess of €280 million since its establishment in 1994. TDA also maintains a connection between the College and its 115,000 alumni in 150 countries.

TDA is now seeking to recruit a professional and ambitious candidate for the post of **Information Officer** to manage data compliance and to proactively support the data needs of the office.

This exciting position will work in TDA, as part of the recently formed Operations team, and collaborate with colleagues across TDA to deliver the University's fundraising goals and alumni engagement programmes.

Role & Purpose

To work on policy creation and governance issues with the IT/DB team and within TDA as a whole, with a specific focus around GDPR and data security compliance. This role will be required to assist in a number of data projects, contributing to the workload within the IT/DB team, as well as the delivery of training.

Key Responsibilities

1. Develop documentation and guidelines for the accurate, effective and consistent use of the database ensuring data integrity is maintained at all times.
2. Devise and deliver training for all staff on database use, data protection and information security.
3. Collaborate with colleagues to ensure compliance with the Irish Data Protection Act 2018, General Data Protection Regulation (GDPR) and related policies.
4. Coordinate a comprehensive database clean-up project, assign tasks to members of the data team and provide progress reports as required.
5. Perform data capture, data list generation, data clean-up and other projects as assigned.
6. Build and maintain effective working relationships within TDA to develop an understanding of ongoing operational data needs for the delivery of the respective goals of Trinity College.
7. Plan, record, measure and report on activity (as required).
8. Undertake other duties as may be assigned from time to time by line manager.



Required Experience & Skills

Qualifications

- Third-level qualification
- Candidates should have three years' experience in a similar role.

Experience and Knowledge (Essential)

- Previous experience in governance, policy development, and training within a database department.
- Proficiency in other MS Office packages with proven advanced Excel experience.
- Exceptional numerical, analytical, oral and written communication skills with an eye for detail.
- Diligent, highly organised with experience of structuring own workload, managing multiple projects, and adhering to agreed timelines.
- Excellent interpersonal skills with an ability to foster good working relationships.
- Proven experience of delivering high-quality support to internal and external stakeholders in customer service focused environment.
- Enthusiasm for learning new systems, including new software packages.
- Knowledge of Data Protection Acts and General Data Protection Regulation (GDPR) policies.
- Understanding of, and passion for, the role and value of a university in society.

Experience & Skills (Desirable)

- Experience working with bespoke data systems such as *Raisers Edge*, *Mailchimp* and/or *Smarteerie*.

Terms

- The reporting line is to the IT/Database Manager of Trinity Development & Alumni.
- This will be a two year contract.
- There will be a six-month probationary period.
- The hours are 9am - 5pm, however, flexibility may be required.
- Salary will reflect the nature of the job and the experience of the candidate and will be reviewed annually.
- Employee may join the group health insurance scheme. Employee will be entitled to join the TDA Pension Scheme, once probationary period is satisfactorily completed.

Application to <https://tda.bamboohr.co.uk/jobs>. Closing date is Friday, 26 October 2018.

PLEASE NOTE: Candidates who do not submit a cover letter or who do not address the application requirements above in their cover letter will not be considered at the shortlist stage.

** Trinity Development & Alumni (TDA) is an independent employer to Trinity. TDA is administered by Trinity Foundation, an independent charity established in 1994 to support Trinity in its educational, research and social missions. Since its establishment in 1994, Trinity Development & Alumni has been instrumental in raising funds in excess of €280 million.*