

## VACANCY

### Database Coordinator

**Department:** IT

**Reports to:** IT and Telecoms Manager

**Direct Reports:** None

**Designation:** Permanent (3)

**Salary:** up to £20.00 per hour dependent on experience

**Hours:** 20 hours per week, Monday to Friday 9am – 1pm

**Benefits / Equipment:**

Annually 31 days holiday inc. Bank Holidays (124 hours)

Access to Newlife Pension Scheme

Access to Childcare Voucher Scheme

Staff discount, following 12 weeks service

Health Cash Plan at level 2, post probation

2 weeks company sick pay pro rata

#### **About Newlife:**

Newlife's mission is to save and change the lives of disabled and terminally ill children, across the UK.

We have over 25 years of success and we continue to help disabled children and their families, by funding:

- Free national Nurse manned helpline
- Specialist equipment grants
- Emergency equipment loans
- Child health research
- Action to campaign for change
- A 'training into work' opportunity for disabled adults
- Environmental protection

You can find out more about Newlife the Charity for Disabled Children by visiting our website: [www.newlifecharity.co.uk](http://www.newlifecharity.co.uk)

#### **Post Summary:**

We are looking for a self-motivated Database Developer who will play a key role in maintaining and developing Newlife's current and new MS Access database systems that are required across the charity. The successful candidate will have the ability to create reports and tools that serve the needs of the wider charity so that data can be easily imported, maintained and exported for use within the required departments.

The successful candidate must have a good understanding of database administration, normalisation, optimisation and data management, and the ability to create user-friendly interfaces and reports via Microsoft VBA in Access and Excel.

This is an ideal opportunity for someone with self-motivation, high standards of work and effective communication skills to deliver quality data solutions to a wide variety of challenges.

If you feel you have the essential (must have) requirements and can also demonstrate a significant number of points from the desired (could have) requirements shown, please apply.

### **Essential Requirements:**

- Proven track record of developing with MS Access and maintaining SQL databases - Minimum of 5 years' experience
- Qualification / Certification in Microsoft SQL or Visual Basic scripting.
- Excellent Visual Basic skills for Applications (within Access, Excel, Word.).
- Must be able to effectively communicate with technical and none technical users.
- Ability to work to deadlines and manage time / quality of own and others tasks on a large number of concurrent projects.
- Proven track record of using analytical skills.
- Ability to provide excellent customer service to internal departments.
- Must be enthusiastic and willing to learn.
- Experience with SQL and MySQL and Access integrations.
- Ability to effectively document and track all changes made to databases and other IT Systems.
- Provide detailed notes to the IT Help Desk for Technical Knowledge on all databases.
- Keep up to date documentation on all processes within the databases.

### **Desirable Requirements:**

- A software development background
- Any scripting languages

### **Primary Responsibilities:**

In respect of Newlife you will have responsibility for:

- Create effective user interfaces via MS Access to enable other departments to run their own processes and reports.
- Maintain and develop existing databases.
- Liaise with other departments to produce accessible user-friendly solutions to their data requirements.
- Proactively identify and resolve errors within the databases, and implement measures for data integrity.
- Work alongside our internal IT help desk to help resolve database errors and bugs.
- Take relevant action to reduce performance issues and improve database design.
- Look to consolidate and migrate existing databases across our estate.
- Create and maintain scheduled jobs through Windows Task Scheduler and the SQL Server.
- Create specific output formats for various platforms including websites.
- Investigate queries from all levels of the business through data analysis.
- To provide data analysis on specific areas including stock, sales, and customer trends.

### **Additional Responsibilities / Expectations:**

- Work in accordance with all internal policies and procedures.
- Adhere to all Health and Safety policies and procedures and use all equipment in a safe and appropriate manner.
- Always compassionate and deserving of trust.
- Willingness to train and develop as required.
- Willingness to commit to our policies around equality and diversity.
- The commitment to be part of the culture of what makes Newlife different and successful.
- Ability to build good appropriate relationships with people at all levels while maintaining confidentiality and respect of your colleagues.
- Any other duties as required from time to time.

**Notes:**

All offers of employment will be made subject to satisfactory references being received.  
All Newlife roles are subject to a 6 months probationary period.

**Our Values:**

- Always compassionate and deserving of trust - in all we do.
- Making things happen - for those we serve.
- Leading in our field - to make things better.
- People at our heart - every day.

**Interested?**

Find out more about Newlife by visiting [www.newlifecharity.co.uk](http://www.newlifecharity.co.uk) and [www.newlifestores.co.uk/landing/](http://www.newlifestores.co.uk/landing/) or see what current employees say by visiting [www.newlifecharity.co.uk/docs/about/employment.shtml](http://www.newlifecharity.co.uk/docs/about/employment.shtml)

**To apply:**

Submit a Newlife Application Form which is available from our website, by calling The People Team (01543 431495) or by visiting the SuperStore in Cannock, via online submission, by email to [peopleteam@newlifecharity.co.uk](mailto:peopleteam@newlifecharity.co.uk) or by post to Newlife Centre, Hemlock Way, Cannock, Staffs, WS11 7GF. Alternatively you can send us your CV.

If you have any problems with completing the application form or would like further information please email or call the People Team.

Newlife the Charity for Disabled Children is an Equal Opportunities Employer and a Disability Confident Employer.

**Other Info:**

Newlife the Charity for Disabled Children - Registered Charity Number: 1170125 in England & Wales

