IT and Data Manager

Isle of Wight, UK

We are looking for an experienced Manager to be responsible for the development and use of our IT and data systems. You should have a strong understanding of databases and data analysis procedures as you will be creating policies for effective data management that comply with relevant data protection regulation including GDPR.

Role and responsibilities:

Reporting to our Chief Operating Officer, you will be responsible for:

- Formulating management techniques for quality data collection to ensure that our data is accurate and meets business needs.
- Coordinating the work of our IT team and maintaining and developing our external supplier relationships.
- Developing and implementing efficient and secure procedures for data management and analysis with strong attention to detail.
- Establishing procedures for data sharing with both internal and external stakeholders.
- Supporting all staff in the daily use of IT and data systems and ensuring adherence to all legal requirements.
- Assisting with reports and data extraction when needed.
- Ensuring digital databases and archives are protected from security breaches and data losses.
- Working across several data management and communication platforms (Google Drive, Salesforce, Mailchimp etc)
- Leading on contract negotiations in conjunction with our legal team.
- GDPR compliance- all systems compliant and administration of SARs, removal of data etc.
- GDPR breach – first point of contact – remedial action and reporting.

Your profile:

- Proven track record as an IT and Data Manager together with experience of data protection regulations and GDPR.
- People management expertise.
- Excellent understanding of data administration and management functions (collection, analysis and distribution).
- Familiarity with modern database and information system technologies.
- Proficient in MS Office.
- An analytical mindset with problem-solving skills.
- Excellent communication and networking skills.
What we do:
The Ellen MacArthur Foundation is an innovative not-for-profit organisation with a mission to accelerate the transition to a circular economy. The Foundation works with the world's largest organisations and the emerging innovators that are bringing a circular economy to life. If you would like to learn more about the Ellen MacArthur Foundation or the circular economy, please visit www.ellenmacarthurfoundation.org

Please apply with CV, covering letter and salary expectation to: Barbara Calland (barbara@ellenmacarthurfoundation.org)

Desired starting date: asap
Closing date: 8th May 2020
Salary package: Competitive within the charity sector and with generous holiday allowance, gym membership etc.
Location: Cowes, Isle of Wight.