



Conservation Collective

Database Assistant – Job Description

- Part-time 4 days a week for six months
- Start date: 1st February 2023

Application deadline

Are you an organised and confident person, with great attention to detail who enjoys IT and has experienced with providing data accuracy and robust records. Are you also passionate about the environment? Great, you're in the right place then, read on.

The Conservation Collective (CC) funds solutions to protect the environment, restore nature, and safeguard against climate change. The CC UK charity is a network which incubates, launches, and supports local foundations to channel new streams of environmental funding to support the most impactful grassroots projects.

Environmental philanthropy faces two key challenges: persuading people to direct money to the biggest issue of our time and getting that money to the most effective environmental initiatives. We have a proven and winning formula for both. Our growing network has already raised and distributed millions of pounds, and we're just getting started...

We are currently recruiting to get our Salesforce Database up to date as it is a critical Management System that aims to provide strategic information to our Network members. Hence, this role as a Database Assistant is crucial to provide valid, up-to-date and accurate records to support decision making.

We're looking for a confident, entrepreneurial and pro-active individual with experience in and a passion for, the environmental sector. This person will be able to work closely with the small, fast paced, remote team and both supporting on Data Integrity and effective CRM implementation

Key activities of the role will include working closely with the Finance and Operations Director and Operations Manager:

- Support with Data Integrity by importing or exporting records to enhance accurate data
- Improve database record keeping by identifying gaps on records and Salesforce queries
- Support in training and effective adoption of Salesforce among members of the network
- Enhance and apply data protection principles when working with electronic data on an office environment

The person for this job will have:

- Salesforce Database experience
- Able to work unsupervised
- Excellent written and verbal communication skills
- Organised, pro-active and confident
- A self-starter who demonstrates strong initiative





- Able to work in a fast paced and varied environment
- Keen and willing learn and to try new things

Salary: £21,000 to £23,000 per annum (pro rata), subject to level of skill and experience

Benefits: being part of a dynamic, creative and growing team working to amplify the impact of the most effective local grassroots solutions.

- Flexible working as standard, with a willingness to travel to London regularly
- Generous holiday allowance;
- Employer pension scheme;
- Travel within the UK and possibly overseas.

Apply by January 13th by sending a CV and cover letter to Nikki Harrison nikki@conservation-collective.org.

