Data Administrator

JOB INFORMATION PACK

CHILYPEP
CHILDREN AND YOUNG PEOPLE'S EMPOWERMENT PROJECT

Join our Core Team and help us maintain the high-quality data that drives Chilypep's projects and impact!

Job Purpose:

Chilypep are looking for the right part-time candidate join our core team to **provide high quality administrative support to the Monitoring and Evaluation Officer** alongside the wider Chilypep management team and project teams.

The core part of the Data Administrator's role revolves around our database, **Lamplight**. You will be responsible for creating and maintaining accurate records of our service users, activities delivered, outcomes achieved, and qualitative data. Through a combination of data entry, data quality checks, and trouble shooting support, you will ensure that all information is recorded accurately, consistently, and in a timely manner. By maintaining high standards of data integrity, you will help support effective reporting, monitoring, and decision-making across the organisation.

This key role will be based in our Sheffield office in Southey (S5 8BB) but support the whole organisation across our two sites - Barnsley and Sheffield.

We need someone with the **passion, skills, expertise, knowledge and confidence** to carry out administration in a fast-moving environment.

About us

Chilypep is a nationally registered charity based across Sheffield and Barnsley and working across South Yorkshire. We take a 'strengths based' relational approach, empowering young people to meaningfully participate in decisions that affect their lives and build their social capital, focusing on areas of high disadvantage and marginalised communities of interest, identity and belonging, as well as those furthest from services and support. We support young people who face additional barriers and whose voices are rarely heard, and our work priorities are based on the needs and issues identified by young people. Chilypep's models of youth empowerment have been highlighted as best practice at the regional and national level.

Chilypep values

At Chilypep our values are really important to us and are what we live and work by. We are committed to ensuring these values are felt by all those who engage with us in our work, whether a young person, a family or community member, partner, or those who are part of the wider world around us.

Our values are: Kindness, Respect, Integrity, Involvement, Making a difference, Social justice, Equality.

For further information about our work visit: www.chilypep.org.uk

Job description

Job title: Data Administrator

Reports to: Monitoring and Evaluation Manager

Contract type: Fixed term (2 years)

Location: 11 Southey Hill, Sheffield, S5 8BB

Hours: 30 hours per week

Practical Requirements: Ability to work flexibly around needs of the organisation and young people.

Salary: Chilypep Scale 14: £26,303.14 (pro rata)

Pension: 8% Employer contribution

Specific Duties & Responsibilities

General Administrative – General

- Provide administrative support to projects within the organisation, ensuring records are completed accurately in an effective and efficient manner, whilst adhering to standards and timescales.
- Ensure all information is collected, stored, processed, and shared in accordance with GDPR, Data Protection legislation, and organisational policies.
- Carry out the responsibilities of the post with full regard to Chilypep's equal opportunities, health and safety, and safeguarding policies and procedures
- Assist with organisational projects by collating, monitoring, and maintaining information, and liaising with relevant staff members as required.

Administration Support – Support the management and delivery teams

- Data entry using internal systems, including our CRM Lamplight and Excel spreadsheets.
- Export data, reports, and other information from Lamplight, manipulating and analysing datasets to identify gaps, support data quality improvements, and assist with the monitoring and evaluation of services.
- Create, maintain, and update accurate records within Chilypep's Lamplight database, ensuring service user, activity, outcome, and qualitative data is entered in a timely manner.
- Monitor and maintain data quality by carrying out regular audits, validation checks, and data cleansing activities to ensure information is accurate, complete, and consistent.
- Develop and maintain efficient administrative and data management processes, identifying opportunities for continuous improvement.
- Troubleshoot database, systems, and data-related issues, identifying solutions and escalating where appropriate.
- Maintain confidential and sensitive information in accordance with GDPR, data protection legislation, and organisational policies.
- Provide general administrative support to the Core Team as required.
- Undertake any other duties appropriate to the role and commensurate with the post's level of responsibility.

Working alongside the Monitoring and Evaluation Manager, including but not limited to:

- Support the Monitoring and Evaluation Manager in the day-to-day administration, development, and maintenance of Lamplight and other organisational data systems.
- Assist the Monitoring and Evaluation Manager in producing reports, dashboards, and data insights to support service delivery, monitoring, evaluation, funding requirements, and organisational decision-making.
- Alongside the Monitoring and Evaluation Manager, act as a point of contact for colleagues requiring support with Lamplight and other data management systems.
- Support the Monitoring and Evaluation Manager in the design, development, and delivery of training sessions, user guides, and support materials to enable staff to use Lamplight and associated processes effectively.
- Support the Monitoring and Evaluation Manager with system developments, testing, implementation of new functionality, and continuous improvement of organisational data systems.

Essential criteria

Knowledge:

- A sound working knowledge of the Lamplight or similar database
- A sound working knowledge of Microsoft Office package (Word, Excel, Outlook)
- A sound working knowledge of GDPR and data protection regulations and how to implement these in practice
- Knowledge of charitable youth sector

Experience:

- Significant paid or voluntary experience in an administrative or data management role, ideally within the voluntary sector.
- Demonstrable experience of maintaining and improving administrative and data management processes to increase efficiency and accuracy.
- Experience of exporting data in order to manipulate, analyse, and present data using in Microsoft Excel.
- Strong IT skills, including Microsoft Word, Excel, Outlook, Teams and experience using databases or case management systems.
- Experience of handling confidential and sensitive information in line with data protection requirements.
- Experience of providing administrative support to a team of people.

Desiderable experience:

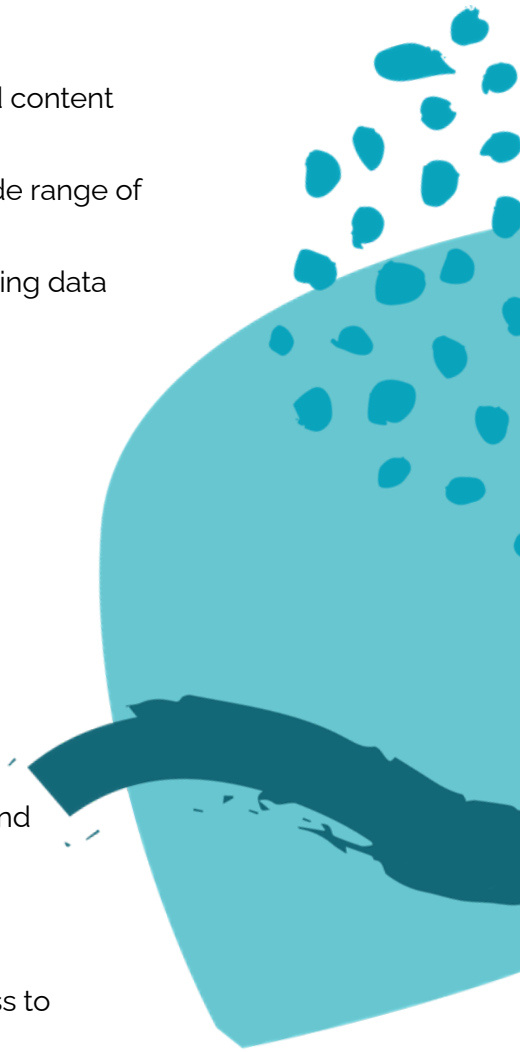
- Experience of troubleshooting database, systems, or data-related issues, identifying solutions, and supporting colleagues to resolve challenges.
- Experience of designing, developing, and delivering training, guidance, or user support materials to help staff use systems and processes effectively.
- Experience using Canva.

"Chilypep has really impacted my life for the better and now I can focus on my life and work to fix my issues without my mental health declining. All I can say is thank you to Chilypep and my worker for improving my quality of life and helping me feel like me again."
- Young person

Essential criteria

Skills:

- Interpersonal and communication skills, including written, in person, over the phone and using digital tools.
- Ability to work to a high level of accuracy and attention to detail.
- Digital skills including use of Microsoft Office and management and content information systems and CRM systems.
- Organisational skills, timekeeping, and proven ability to juggle a wide range of competing demands and work to tight deadlines.
- Excellent record-keeping skills and a proactive approach to improving data management and administrative processes.
- Good numeracy and logical problem solving.
- Ability to work both in a team and on own initiative.



Attributes:

- A genuine passion for data and a commitment to maintaining high standards of accuracy and quality.
- Proactive and solutions-focused, with the ability to identify issues and implement improvements.
- Positive team player and enthusiastic about supporting others
- Pleasant and friendly approach
- Self-motivated with a flexible approach to the role with a willingness to learn and grow through training and supervision.
- Honest and trustworthy
- Sound work ethic with a commitment to social justice and equality
- Understanding of, and demonstrable commitment to, Equal Opportunities and Anti-Discriminatory Practice

Our offer to you

- 38 days of Annual Leave, including bank holidays (pro rata)
- 8% employer pension contribution
- Cycle-to-Work Scheme
- Beyond savings card and discounts
- Flexibility to take 'Bank Holiday' days when it suits you
- Special leave for bereavement, study, and personal circumstances
- An inclusive, friendly, and supportive work environment
- A highly experienced team
- Learning and development opportunities
- Registered Living Wage Employer

Questions?

If you have any questions regarding this job application, please email giulia.savini@chilypep.org.uk

How to apply

An application pack including our application form with details of where to send your completed application can be found on our website at: https://chilypep.org.uk/vacancies-volunteering/

Closing Date: Wednesday 19th August 2026 at 9am

Interviews: Wednesday 26th August 2026 at Chilypep Youth Hub, 11 Southey Hill, S5 8BB

Please send completed applications to recruitment@chilypep.org.uk

All candidates must have existing permission to work in the UK.

Chilypep are an equal opportunity employer. Our mission is to welcome everyone and create inclusive teams. We celebrate differences and encourage everyone to join us and be themselves at work. Our policy is to recruit a diverse workforce and follow the guidelines of the Equality Act. We are an employer that values lived experience at all levels of our organisation.

Our priority is to safeguard and protect the Children and Young People we work with, and we operate within strict Safe Recruitment Practices, including a DBS check, social media check, and 2 references covering a period on no less than 3 years for all staff and volunteers.

Contact us

We're always happy to hear from children, young people, their parents or carers who may want to get involved with our projects.

0114 234 8846
info@chilypep.org.uk
chilypep.org.uk

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