

Data Co-ordinator

Job Title:	Data Co-ordinator
Hours:	36 hours per week
Contract:	Permanent
Responsible to:	Data Manager
Based in:	Tameside, Oldham and Glossop
Salary:	£18,270,72 pa
Reference Number:	DC01

About the role:

The Data Co-ordinator will be responsible for providing reports to evidence the delivery of our services. Will develop and maintain systems to ensure that they meet the needs of all stakeholders. Working closely with the Data Manager, you will assist development and improvement our data capture and analysis. This role will suit someone with a strong knowledge of analytical software, databases, and a thorough understanding of numbers.

Who we are:

We are a flexible and fast-moving charity delivering mental health services across part of Greater Manchester. Our aim is to continue to provide the best quality local mental health services in prevention, early intervention and primary care; alongside empowering individuals and our communities to live well. We offer various services across the community and to individuals aiming to improve wellbeing and raise awareness around the importance of mental health support.

Why choose Tameside, Oldham and Glossop Mind?

1. We offer a dynamic, stimulating environment that embraces change and is open to new ways of working.
2. We provide a real opportunity to influence meaningful change within our society and for you to contribute your expertise to this process.
3. We maintain a strong commitment to ethical standards of working within a socially inclusive environment.
4. We offer ongoing training and development to all staff and volunteers, enabling you to gain qualifications and expertise in mental health and therapeutic interventions.
5. We offer a degree of flexibility around working hours, balancing work and personal commitments.
6. Other benefits include 25 days plus public holidays, a 5% pension contribution and a discount in our café.

Ready to apply? We'd love to hear from you.

1. [Read the job description and person specification.](#)
2. [Download and complete an application form.](#)
3. [Upload your application here.](#)

The closing date for applications is **24 / 09 / 2018**.

Please contact hr@fogmind.org with any questions.

As we have limited staff resources we only provide candidates with feedback following interviews.

Please forward this position to anyone you feel may be interested.