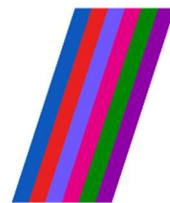




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**PEACEPLUS**

Northern Ireland - Ireland

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<b>Job title</b>	Data and Information Officer
<b>Main Function</b>	<p>NOW Group is a social enterprise committed to supporting people with learning difficulties and autism into sustainable employment with meaningful lives. We deliver a range of services including training, employment support, and social enterprise initiatives.</p> <p>Our work is data-driven, and we are seeking a Data and Information Officer to help us enhance our impact through effective data management and analysis. The Data and Information Officer will be responsible for collecting, managing, analyzing, and reporting data across the organization. This role ensures that accurate and timely information is available to support decision-making, monitor performance, and demonstrate impact to stakeholders.</p>
<b>Location</b>	NOW Group Head Office, Belfast – Hybrid working available
<b>Reports to</b>	Project Lead
<b>Hours</b>	37.5 per week
<b>Salary scale</b>	£42,000 per annum (4 year project)
<b>Benefits</b>	<p>25 days annual leave plus 12 statutory days (pro-rata) Health Cash Plan (on successful completion of probationary period) Access to confidential Staff Counseling &amp; Financial Advisory Services Stakeholder Pension Scheme (5% employer contribution) Bike to Work Scheme Holiday purchase scheme Flexible working initiatives Wellbeing initiatives</p>

## Mission

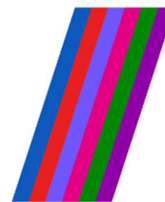
Supporting people with learning difficulties and autism into jobs with a future.

## Vision

A society where people with learning difficulties live, work and socialize as valued citizens.



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## Main Responsibilities

1. Develop, implement, and enforce policies and procedures for effective data management and governance.
2. Design and implement secure and efficient procedures for data collection, storage, and sharing.
3. Ensure high-quality data collection techniques and data integrity across systems.
4. Monitor, analyse, and improve the performance of information and data systems used.
5. Troubleshoot data-related issues and provide technical support to users.
6. Establish clear rules and protocols for data sharing, ensuring compliance with legal and organisational standards.
7. Provide training, guidance, and support to staff in the effective use of digital tools and data systems.
8. Collaborate with internal and external stakeholders to ensure data systems meet evolving needs and reporting requirements.

**This job description is not definitive and may be subject to review as the duties and responsibilities determine**

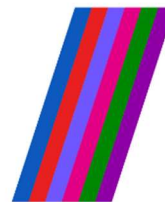
NOW Group adhere to the AccessNI Code of Practice and it is our policy to obtain an Enhanced Disclosure for employees who will be working within our service delivery teams. This check will be completed before employment commences and only if successful at interview. For further information please refer to the Access NI Code of Practice at [AccessNI Code of Practice \(nidirect.gov.uk\)](http://nidirect.gov.uk)

A copy of our policy on the secure handling, use, storage and retention of information is available on request.

In line with the Rehabilitation of Offenders (Exceptions)(NI) Order 1979 (as amended in 2014), NOW Group's will only ask about convictions which are defined as "not protected" for the purposes of obtaining a Standard or Enhanced disclosure. Please note that a criminal record will not necessarily be a bar to obtaining a position. A copy of our policy on the Recruitment of Ex-Offenders is available on request.



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## Personnel Specification

### Essential

1. Proven experience in a data management or analysis role.
2. Strong skills in Excel, databases (e.g., Access, SQL), and data visualization tools (e.g., Power BI, Tableau).
3. Excellent attention to detail and analytical thinking.
4. Understanding of data protection and confidentiality principles.
5. Strong communication skills and ability to present data clearly to non-technical audiences.
6. Ability to work independently and as part of a team.

### Desirable

1. Experience working in the third sector or with vulnerable groups.
2. Knowledge of monitoring and evaluation frameworks.
3. Familiarity with CRM systems (e.g., Salesforce, Dynamics).

Shortlisting will be based on the evidence that you supply on your application form to satisfactorily demonstrate how, and to what extent, you meet the above criteria. The shortlisting panel will not make assumptions as to your circumstances, qualifications, and experience.

## Behaviours



All employees in NOW Group are required to subscribe to the values of the organisation and demonstrate these values through agreed behaviours in their day to day work and their relationships with participants, stakeholders and colleagues. Candidates will be expected to demonstrate relevant values and behaviours as part of the interview process.