

Data Assistant

Job description and person specification

Imagine being told that you, or someone you love, is losing their sight. In that moment, two profound questions demand urgent answers:

- Can this be stopped?
- How will I live my life?

Currently, research into preventing and treating sight loss is chronically underfunded, receiving a mere 1.2% of publicly funded health research grants: people who are blind or vision impaired are three times more likely to experience loneliness and isolation than the general population.

We find and fund the brilliant minds and bright ideas that put change in sight. Our researchers are at the forefront, making breakthroughs and discoveries that will prevent, treat and cure eye disease. The partnerships we build and initiatives we support are changing life for blind and vision impaired people.

We are Fight for Sight: we won't stop until we: **Save Sight. Change Lives.**

We have a clear ambition and have the support of [well-respected and highly engaged ambassadors](#). We are now looking for experienced, committed, and creative individuals to join our dynamic team to help realise a new five-year growth strategy. **If you want to be part of something impactful, we'd love to hear from you.**

The Data Assistant will form an integral part of our Operations team, working closely with our Database Manager to support the effective management, accuracy and use of Fight for Sight's data across systems.

This role plays a key part in maintaining the integrity of our CRM, processing and reporting on data, and contributing to the charity's wider data transformation project – helping to modernise how Fight for Sight captures, integrates and uses data to drive insight and decision-making.

The post holder will support the development of new data processes, dashboards and analytics tools, working with the Database Manager to implement the organisation's new data platform and reporting infrastructure.

Responsible to

Database Manager

Direct reports

None

Working hours and contract

Permanent, 35h per week

Salary

£25,207p.a. (London Living Wage)

Location

Hybrid. Typically three days remote, and two days in our central London office (near Aldgate) or at our charity shops

How to Apply

Please submit your CV and a covering letter to: recruitment@fightforsight.org.uk with subject header – Data Assistant.

Your covering letter should include a supporting statement (max two pages) comprising:

1. In your view, what role does data play in the development and growth of an organization/charity?
2. Why do you think you are an ideal candidate for the role?
3. What applicable experience will you bring to the role?
4. Why you want to work for Fight for Sight?

Closing date for applications: noon, Wednesday 12 November

Early applications are encouraged as we may need to close applications early if we reach a certain threshold.

Task: For successful applicants, a data task will be issued on **Friday 14 November**, allowing the weekend for completion.

Interview dates: Tuesday, 25 November

Important note: All applicants must have the Right to Work in the UK.

Unfortunately, we do not have a sponsoring license for non-UK employees which means that if you do not have a current, valid UK working permit, please do not apply, as we will not be able to consider your application.

Role Responsibilities

Data Processing and Quality

- Input, clean, and validate data from multiple sources, following agreed processes and data governance standards.
- Carry out regular data audits and quality checks to maintain integrity and consistency.
- Support reconciliation between the CRM, finance systems, and other databases.
- Maintain accurate supporter and organisational records, including GDPR-compliant contact preferences.

Reporting and Analysis

- Produce standard and ad hoc reports for fundraising, finance, marketing and impact teams.
- Support data selections for appeals, newsletters, campaigns and events.
- Assist in developing automated reports and dashboards as part of the wider data strategy.
- Help document data structures, mappings and reporting requirements.

Data Strategy and Infrastructure Development

- Contribute to the implementation of Fight for Sight's new data platform and analytics solution.
- Support integration between the CRM and other key systems (e.g. website, finance, retail, and grants systems).
- Participate in data mapping, testing, and process documentation for new reporting tools.
- Work with colleagues to define and prioritise core reporting needs, supporting a shift to self-service dashboards and modern analytics.
- Assist with data migration and transformation tasks as systems evolve.

Systems Support and Training

- Provide first-line support for CRM users and troubleshoot data queries.
- Help maintain training resources and documentation for CRM and reporting systems.
- Promote best practice in data entry, storage and use across the organisation.
- Work collaboratively across teams to improve confidence and capability in using data.

- Opportunity to develop your technical skills by working alongside an experienced IT professional.

Compliance and Governance

- Ensure all work complies with GDPR, data protection and information security requirements.
- Support the Database Manager with maintaining accurate records of data processes and policies.
- Uphold Fight for Sight's data governance principles and contribute to continuous improvement.

General

- Work collaboratively with colleagues across departments to support data-driven decision-making.
- Participate in team meetings, cross-departmental projects and training.
- Undertake other duties as reasonably required in line with the post

Person specification

Desirable skills, knowledge & experience

- Experience working with CRM or relational databases.
- Understanding of data processing, validation and reconciliation.
- Intermediate to advanced Excel skills.
- Familiarity with handling confidential information securely and accurately.
- Knowledge of GDPR and data protection best practice.
- Understanding of data integration between systems.

Personal qualities

- Strong attention to detail and accuracy.
- Logical, analytical mindset with a curiosity for data and systems.
- Excellent organisational and time management skills.
- Clear and confident communication with both technical and non-technical colleagues.
- Ability to follow procedures and take initiative when identifying improvements.
- Team player who can also work independently.
- Willingness to learn new tools and approaches.
- "Can do" attitude and a sense of humour.

Flexibility

The role description is a general outline of duties and responsibilities and may be amended as we grow. The post holder may be required to undertake other duties as may be reasonably required from time to time.

Employee benefits

We value our staff and volunteers and want to make sure that they are supported in their work. Other benefits we also offer are:

- A great team and a supportive culture
- Employer pension contributions matching up to 10%, and death in service cover
- Generous parental leave
- Flexible/hybrid working options
- Apprenticeships scheme, study leave and financial support for training & development
- Cycle to work scheme, eye test vouchers, and a staff loan scheme, access to an Employee Assistance Program
- An active Social Committee and staff events

Application & Interview process

See above (page 2) for How to Apply. Please note that we value the authenticity and individuality of our applicants and believe that your CV and cover letter should reflect your unique skills, experiences, and personality. Therefore, please refrain from using AI tools, including ChatGPT, to produce your application materials.

Successfully shortlisted applicants will be invited to interview online via MS Teams.

Accessibility

We believe in fostering an inclusive environment where all individuals, regardless of their abilities or circumstances, feel supported and valued. If you have any accessibility requirements or specific needs that you would like us to accommodate during the application process, please let us know. If you are unfamiliar with MS Teams and would like to familiarise yourself with the platform before the interview, we are more than happy to arrange a tech run-through to ensure your comfort and confidence.

Equal opportunities, diversity & inclusion

Don't meet every single requirement? At Fight for Sight we are dedicated to building a diverse and inclusive workforce, so if you're excited about this role but your past experience doesn't align perfectly with every item in the job description, we encourage you to apply anyway. You may be just the right candidate for this or other roles that we have.

We have an inclusive and accessible recruitment process, including any adjustments required to support people from diverse community groups.

Other information

We draw your attention to some important policies that govern the research that our charity funds. You can find these [here](#).