

Job title:	Data Integration & Automation Officer
Location:	Head Office, London SE1 (with flexibility for home working)
Department:	Finance & Resources
Reporting to:	Head of Data
Direct reports:	n/a
Salary:	£30,000 to £35,000
Contract:	12-month fixed term contract

Key working relations

Head of Data
Chief Operating Officer
Heads of all departments
Directors, managers and staff teams across the charity

Main purpose of job:

To design, build, and maintain automated data synchronisations across organisational systems, taking ownership of end-to-end workflows from requirements through to implementation and handover. The postholder will work closely with multiple departments to understand data requirements, modernise data processing practices, and deliver reliable automated data flows using tools such as APIs, Power Automate, and Python.

Key skills

- **API Integration:** Demonstrable experience working with REST or SOAP APIs, including authentication, data extraction and posting, error handling, and monitoring.
- **Automation Tools:** Strong practical knowledge of **Power Automate** (or similar workflow automation tools) to orchestrate end-to-end data processes.
- **Python Programming:** Ability to build data scripts, transformation pipelines, automated jobs, and integrations using Python libraries (e.g., requests, pandas).

- **Data Management:** Understanding of data quality, validation, transformation, and synchronisation principles.
- **Systems Integration:** Experience connecting diverse systems such as CRM platforms, finance systems, databases, or cloud applications.
- **Documentation:** Ability to produce clear technical documentation, workflow diagrams, and handover materials.
- Ability to design end-to-end data workflows, selecting appropriate tools (e.g. Power Automate, Power Apps, APIs, Python) based on business needs.
- Confident in **liaising with non-technical colleagues** to gather requirements, clarify processes, and explain technical concepts in accessible language.
- Strong collaboration skills, working closely with departments to co-design and refine new data processing methods.
- Experience running workshops or requirements gathering sessions is highly desirable.
- Ability to analyse existing data processes, identify inefficiencies, and propose practical improvements.
- Confident delivering mini projects end-to-end: requirements, solution design, build, testing, deployment, and documentation, with minimal oversight.
- Comfortable working in an environment where priorities may evolve and solutions need to be iterative.
- Ability to take ownership of a defined problem or process and independently design and implement an appropriate solution.

Values and behaviours

- A positive attitude and approach that reflect the charity's values. Strong business partner approach with willingness to communicate and explain complex data issues to users.
- To contribute to the development of the charity and lead on creating strong data driven decision culture.
- A commitment to and an understanding of disability issues, equal opportunities and diversity.
- To demonstrate role model behaviour at all times.

Person Specification

Experience	
Demonstrable experience working with REST or SOAP APIs, including authentication, data extraction and posting, error handling, and monitoring.	Essential
Practical knowledge of Power Automate (or similar workflow automation tools) to orchestrate end-to-end data processes.	Essential
Experience with cloud services such as Azure, AWS, or Microsoft 365 administration	Desirable
Familiarity with relational databases (SQL) or data warehousing concepts	Desirable
Understanding of data governance, privacy, and security best practices	Desirable
Experience automating workflows within charity, education, or public-sector settings	Desirable
Skills	
Python Programming: Ability to build data scripts, transformation pipelines, automated jobs, and integrations using Python libraries (e.g., requests, pandas).	Essential
Understanding of data quality, validation, transformation, and synchronisation principles	Essential
Experience connecting diverse systems such as CRM platforms, finance systems, databases, or cloud applications	Essential
Ability to produce clear technical documentation, workflow diagrams, and handover materials	Essential
Knowledge of data integrity and ETL processes	Essential
Ability to analyse existing data processes, identify inefficiencies, and propose practical improvements	Desirable
Strong collaboration skills and ability to liaise with non-technical colleagues to gather requirements, clarify processes, and explain technical concepts in accessible language	Desirable
Experience running workshops or requirements gathering sessions	Desirable

Personal qualities	
Detail-oriented with a strong commitment to accuracy and data integrity	Essential
To have a positive attitude to work, particularly new initiatives	Essential
Planning - The ability to develop and implement clear and robust plans for self and others to follow.	Essential
Self-motivated and able to work independently with minimal supervision.	Essential
Organisational skills - The ability to manage own time and tasks effectively. To work to agreed deadlines and cover diverse areas of operations (research, services, restricted funding reporting requirements)	Essential
Ownership and accountability - The ability to accept responsibility for own area of work, identifying critical elements and working in a pro-active/solution focused way.	Essential
Teamwork - Strong interpersonal skills and ability to build effective working relationships.	Essential
Details	
Hours - 35 per week	
Holiday - 25 days per year	