

# Data Administrator

**Closing date:** Friday 3 April 2020, noon

**Organization:** Canopy Housing

**Location:** Leeds

**Contract**: Fixed term for 1 year

**Hours:** Part time – 22.5 hours pw over negotiable 3-5 days

**Salary:** £22,000 pro rata. Actual £13,200. Rising to £23,500 pro rata after 3 months good performance

**Telephone:** 0113 294 6868

**E-mail:** job@canopyhousing.org

**Website:** www.canopyhousing.org

# Description

This post is partly supported by the European Social Fund (ESF) through its Energising East Leeds Community Led Local Development (CLLD) programme.

Canopy is a self-help, community-housing organisation based in inner city Leeds. We renovate derelict properties to create decent homes for people who are homeless and work on community projects that improve the look and feel of the areas where we operate. We involve local people, volunteers, tenants and others in every aspect of our work.

We have some exciting projects ongoing and coming up, which will need the support of an excellent Data Administrator. This includes our current EU-funded project in Harehills to support residents into jobs and training and to help landlords and their tenants repair their homes. We are also looking to become a Registered Provider (Housing Association) in the next few months.

The job will consist of providing monitoring, performance and benchmarking information for funders, Canopy’s Board and senior managers. Day to day administration is also includes, such as taking minutes, arranging meetings and responding to queries

We are looking for candidates who:

* Have strong analytical skills with the ability to collect, organise and analyse information accurately
* Are confident users of MS Office and other relevant software, including Word, Excel, email and databases
* Can present statistical information clearly to non-technical people
* Work well with others and enjoy a supportive team environment;

Clear record keeping and communication with colleagues is an important part of the role.

You will work from both of our offices: at 66 Burley Lodge Road, Burley, Leeds LS6 1QF and 41 Bellbrooke Place, Harehills, Leeds LS9 6AR

To apply for the post, please go to [**http://www.canopyhousing.org/jobs**](http://www.canopyhousing.org/jobs) and download the relevant documents. Application packs are available in other formats on request. We are committed to equal opportunities in employment and service delivery and are only interested in your ability to do the job.

**canopy creates homes - canopy believes in people - canopy builds community**