

**Information, Advice & Data Advisor, Leicester City Centre, LE1**

**£19,538 per annum plus enhanced benefits**

- Part-Time, 30 hours per week
- Hybrid Working from Home, Up to 30 days Basic Holidays plus Bank Holidays
- Enhanced Family Friendly and Wellbeing Benefits, 6% Employer Pension Contribution

**Voluntary Action LeicesterShire (VAL)** helps people in local communities to change their lives for the better, through direct service delivery and by supporting the local voluntary and community sector.

This role will play a pivotal role in information, signposting, advice and support to diverse Voluntary Community and Social Enterprise and Volunteer Involving organisations across Leicester and Leicestershire. You will maintain and develop information resources, administration systems and databases to support the work of the team and reporting requirements.

Working closely with the Team Manager and the rest of the team you will also ensure collation of case studies, data and develop information systems to support monitoring, performance management and reporting of service delivery. Your role will be key to supporting ensuring effective casework allocation by the Team Manager. You will also have the opportunity to do some outreach work supporting other officers in the team with events, often leading on co-ordination.

You will need experience in using and developing administration systems and databases to maintain and access information using paper and electronic systems. Flexible and proactive, with a keen eye for detail, you will demonstrate excellent administration and organisational skills including the ability to prioritise and multi-task to meet tight deadlines. Good data reporting, analysis, presentation and report writing skills are core to this role.

We need you to be passionate about working with people to improve services, you will need an excellent understanding of working with diverse communities within various areas of the City and County. You will also demonstrate a passion to build relationships and networks both internally and externally with funders, commissioners and partners within relevant sectors.

Voluntary Action LeicesterShire (VAL) is a sector leading diverse and ambitious organisation, with a vision for growth. You will benefit from a competitive salary, a flexible and supportive working environment, 25 days annual leave, rising with service, plus bank holidays and a 6% employer pension contribution.

**Closing date: Monday 20 May 2024, 5pm**

**Interviews: Week commencing 27 May 2024**

A detailed job description, person specification and application form for this role can be found at <https://valonline.org.uk/work-for-val/>

For an informal discussion about this role, please contact Stuart Wain, Team Manager [stuart.w@valonline.org.uk](mailto:stuart.w@valonline.org.uk)