



## Volunteer/ Member Role Description

**Role:** Data Management Officer for SVP Conference(s)

### Purpose & impact of the Role

- To ensure that SVP Conferences capture and record important data that improves their ability to assist people, while also adhering to relevant legislation e.g. GDPR.

### Desirable skills and experience

1. Attention to detail and well organised
2. Some knowledge of computer systems, email and online data entry.
3. Ability to communicate with individuals and groups, providing clear instruction and guidance when necessary.
4. Experience of training/presentation would be useful but is not essential.
5. Willingness to adhere to all SVP membership protocols – application form, references, Garda vetting, induction training etc.

### Tasks and Responsibilities

1. Collecting data from Conferences on a weekly basis and inputting the data into the SVP CRM system
2. Producing summary reports for the Conference on a monthly, quarterly, and annual basis to showcase the nature of the activity and to help identify trends.
3. Highlight any discrepancies to the Conference President, so that the correct data is captured and stored correctly.

**Time Commitment:** Working remotely two to four hours per week, while also attending Conference meetings from time to time.

### Available Support:

- Conference President (volunteer)
- Membership Support Officer (staff)
- National CRM Advisory Group

For further information, please contact email [volunteer@svp.ie](mailto:volunteer@svp.ie)