

ThinkForward

Database Administrator Job information pack



About ThinkForward

ThinkForward exists to empower young people to create better and brighter futures. We want them to be able to identify, realise and shape their aspirations and be ready to make a successful transition into work.

Young people experiencing barriers such as challenging relationships, living in low-income households, or growing up in areas with a lack of access to opportunities and can be confronted with hurdles. Without the right support these barriers can lead to high risks of unemployment and long-term effects on career and life chances.

There are more than 800,000 16-24-year-olds in the UK who are not at school or college, or don't have a job or training place. Our ambition is to prevent young people becoming one of these statistics.

In 2024 we will be supporting more than 1000 young people.

For more information on ThinkForward, our vision and mission, our programmes and equalities manifesto, please visit [our website](#).

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About our programmes

The **FutureMe** programme provides five years of personalised coaching and employability activities to get young people ready for the world of work. Coaches build trusted relationships, empowering young people to take control, find solutions to challenges, develop skills and create a positive vision for their future.

Specialised ready for work activities support young people to get familiar with the workplace, become inspired and identify a pathway to their chosen career. We run this programme in 15 schools in north and east London, Nottingham and Kent.



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About our programmes

The **SEND** programme operates in London, Kent and the West Midlands, working with young people who have mild to moderate learning disabilities with the aim of supporting them into sustainable paid employment.

Coaches provide long-term support to prepare young people for sustainable paid employment. Young people take part in insight visits, work placements and business mentoring to build their experience and develop skills and capabilities. We also work closely with parents to engage them in the opportunities and benefits of the programme.



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About our programmes

The **Future Leaders** programme is working with young black men in Year 11 that have faced a range of challenges within mainstream school. In London, young black students are more likely to be excluded from school than white British students and young black men experience high unemployment rates.

To tackle these issues, Future Leaders will support young black men in alternative provisions to make a successful transition into a post-16 destination, overcome the barriers they may face such as a lack of networks, social capital and soft skills, and prepare them to be ready to find a fulfilling career.



The Database Administrator Role

The Database Administrator will play a vital role in supporting the whole team to use the ThinkForward CRM database effectively.

The primary purpose of this role is to keep ThinkForward's data safe, accessible, and complete, allowing us to build a comprehensive picture of the impact of our work. Working as part of a small team of three, the DBA will help to ensure the database it is up-to-date and complete as possible.

The Database Administrator will also play a key role in maintaining and building relationships with schools and external partners to collect data needed for impact analysis.

If you have an aptitude for delving into data, superb attention to detail, and excellent problem-solving skills, we would love to hear from you.

For full job description and person specification details [please click here.](#)

Please see the following slide for details on how to apply.



To apply, simply submit a copy of your CV, along with answers to the following 3 questions, to jobs@thinkforward.org.uk

The main aim of these questions is to understand **how** you would approach a problem and what actions you'd take. In a real-world environment, you would have the correct context, support and guidance to answer questions like those below. This isn't about giving us a perfect solution, but more about helping us to understand how you can review a situation, problem-solve and be detail-oriented.

1. It's important that we store up to date and accurate information. This helps us to make data-informed decisions about our programmes (e.g. how many activities a young person has attended) and can be especially important for the safety of our young people (e.g. consent or allergy information). **The charity wants to identify data gaps and poor-quality data in their system. Could you explain how you would approach this problem?**
2. We regularly collect attainment, behaviour and exclusion data from our partner schools about the young people that are part of our programmes. **Draft an email that you would send to coaches encouraging them to collect some data from their school. You need to receive this information by a specific deadline.**
3. Tell us about a time when you had to communicate a complex issue or system to a non-specialised audience e.g. running a training session or giving a presentation on a subject.

The details.

Contract: Permanent, Full Time (37.5 hours per week)
Salary: £26,500 per annum
Start Date: Early 2024
Location: Remote/hybrid with travel to London's central office
Interviews Held: 14th January

ThinkForward offer a range of employee benefits including

- Pro rata 25 days annual leave
- 3 additional days' leave for office closure days between Christmas and new year
- Up to 2 days' leave for volunteering or 4 half days to support wellbeing
- A commitment to personal development
- 4.5% employer pension contributions - 1.5% more than the statutory minimum of 3%
- Interest free employee loans
- Cycle to work scheme
- Employee discounts and rewards scheme
- Employee Assistance Programme

Important information

ThinkForward is committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults and expects all staff and post holders to share this commitment.

ThinkForward is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender identity, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

As a registered Disability Confident employer, ThinkForward has an accessible recruitment process. We offer interviews to all applicants who meet the job requirements and who declare themselves as having a disability. If you need support, such as materials in larger print, dyslexic-friendly fonts or adjustments for yourself or your PA for the interview, please contact jobs@thinkforward.org.uk and we will ensure you have what you require to successfully complete this process.



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ThinkForward is a
charity registered with
the Charity Commission.
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1152862.