



THE LEARNED SOCIETY OF WALES CYMDEITHAS DDYSGEDIG CYMRU

Application Pack Data Administrative Assistant

About the role

We are seeking a highly organised and detail focused Data Administrative assistant to support our data management and reporting processes. The role involves maintaining and updating information across Microsoft Dynamics (our customer relationship management system) and SharePoint, ensuring data accuracy, and helping to optimise how information is stored and reported.

This is an ideal role for someone who is comfortable working with large volumes of data, enjoys improving processes, and has strong technical and organisational skills. You will report directly to our Finance Officer.

This role would also suit someone looking to gain experience of working in a professional office environment.

We particularly welcome applications in Welsh, but fluency in Welsh is not a requirement of this post.

Skills & Experience Required

- Experience of inputting, managing and analysing databases or large data sets.
- Experience with **Microsoft SharePoint** and confidence navigating and organising complex folder structures.
- Previous experience in a data entry, data administration and ability to handle and process **large datasets** accurately.
- Excellent attention to detail and a proactive approach to improving data quality.
- Strong organisational skills and the ability to prioritise tasks effectively.

Desirable Skills (Not Essential)

- Experience with data visualisation tools.
- knowledge of **Microsoft Dynamics** (or similar CRM systems).



THE LEARNED SOCIETY OF WALES CYMDEITHAS DDYSGEDIG CYMRU

- Understanding of structured data, field mapping, and data governance.

About the Learned Society of Wales (LSW)

Over the past 15 years, LSW has established itself as Wales's national academy for arts and sciences. We have around 700 Fellows (our "Fellowship"), which brings together experts from across all academic fields and beyond. We use this collective knowledge to promote research, support other researchers, and provide independent policy advice.

Our small, friendly and committed staff team of 12, support our Council and broader Fellowship and are responsible for delivering the Society's activities. We are a charity, and our Council is our board of trustees, comprising Fellows of the Society, who have overall responsibility for our governance, strategy, activities and finances.

Working for us

We are looking to employ someone on a fixed-term contract during the summer of 2026. We have a number of different ways that our staff work their hours flexibly that we would be happy to discuss with you.

Key facts about this role

Salary	Rate: £13.05 per hour The total remuneration for the project will not exceed £3,000.
Employment terms	Project Duration: Summer 2026. We can be flexible on start date and hours worked (see below) but require the work to be completed by the end of September 2026. This is a fixed-term, project-based role requiring completion of up to 230 hours over the agreed period.
Hours	Total Hours: 230 hours worked over a minimum of 8 weeks to a maximum of 3 months, depending on the post-holder's preference of hours worked per week. Usually worked between Monday-Friday. Our staff work flexibly; the pattern of hours will be agreed with the line manager.
Location	Our offices are based in Cathays Park, Cardiff. We operate a hybrid working policy and anticipate the post-holder dividing their work between office and home (details to be agreed with line manager). Whilst we can be flexible on when the post-holder works from home or office, please note this role does require office-based work so is not available for 100% remote working.



THE LEARNED SOCIETY OF WALES CYMDEITHAS DDYSGEDIG CYMRU

Line manager	Finance Officer
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Key Duties and Responsibilities

- Please note that training and ongoing support will be provided.
- Update organisational data within Microsoft Dynamics, ensuring information from SharePoint and other sources is accurately recorded and accessible to the wider team.
- Support the Finance Officer with data-related tasks, including system tidy-ups and assisting in the creation of a comprehensive register of platforms and applications for GDPR compliance.
- Review and organise SharePoint folders, including archiving, compressing, and deleting outdated or duplicate files in line with data management best practice.
- Audit and reconcile Fellowship data across multiple systems (e.g. Dynamics, Xero, Mailchimp, and the website) to ensure consistency, accuracy, and a single source of truth.
- Review and migrate data from legacy spreadsheets (e.g. Fellowship statistics) into Dynamics where required, ensuring redundant records are appropriately managed.
- Identify and resolve data quality issues, including duplicate records (e.g. images of Fellows), incomplete fields, and inconsistent naming conventions.
- Support the Fellowship team to maintain accurate records, assisting with Fellowship forms, and updating system data as needed.
- Cross-check website content to ensure consistency between English and Welsh language entries (translation services are provided where needed), particularly in relation to Fellowship subject listings.
- Review dashboards and reports to provide insights into Fellowship activity, including nomination patterns and engagement.
- Maintain accurate records of honours and awards, including entering historical data into Dynamics and uploading associated correspondence.
- Review honours lists for upcoming and previous years, ensuring records are complete and up to date.
- Digitise and upload nomination documentation into Dynamics from both SharePoint and physical records, ensuring secure and organised storage.
- Carry out other duties as reasonably requested by the Finance Officer and the Fellowship Officer.



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Person specification

	Criteria	Essential	Desirable
Qualification	A-Levels or equivalent qualifications.	✓	
	A degree or equivalent.		✓
Knowledge and experience	Experience of working in a team environment where you have provided effective support to others.	✓	
	Knowledge and understanding of the higher education and research sector in Wales and/or the UK..		✓
	Experience in data inputting.		✓
	Experience of managing and analysing databases or large data sets.	✓	
	Experience in analysing data, including the use of data collection and analysis tools.	✓	
	Experience in using Microsoft Dynamics (or similar CRM systems).		✓
	Experience in using SharePoint (or similar).	✓	
	Experience in using software to transfer data.		✓
Skills, abilities and attitude	Experience of planning, prioritising and organising your own workload to meet deadlines and deliver objectives.	✓	
	Evidence of using your initiative to solve problems.	✓	
	Skills in designing evaluation methods and reporting.		✓
	Experience of using Mailchimp and WordPress (or similar packages).		✓



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	Excellent written and spoken communication skills	In English	✓	
		In Welsh		✓
	Commitment to equality, diversity and inclusion		✓	
	Commitment to supporting the Society's development as a bilingual organisation		✓	
	Commitment to / interest in the Society's mission and aims		✓	

How to apply

- If you would like more information before deciding whether to apply, please contact Lisa Stillman (applications@lsw.wales.ac.uk) to arrange an informal discussion.
- To apply please **submit a CV and cover letter** to applications@lsw.wales.ac.uk.
 - Ensure that you save the final documents in Word or PDF format.
 - You are welcome to write either or both documents in English or Welsh. Applications written in English or Welsh will be treated equally .
- When you write the cover letter, please
 - Let us know **how you meet each of the essential criteria** in the Person Specification (and the desirable criteria if possible).
 - Tell us **why you are interested in this post** and your preferred pattern of work and whether you would like to be interviewed in English or Welsh.
 - Limit your letter to **no more than one page**.

Please note **you need to show us that you can meet ALL the essential criteria in order to be short-listed**. You can draw on elements from any aspect of your life, such as education, work, home, or community life, as long as you focus on its relevance in comparison to the needs of this job.

- Please email your application to Lisa Stillman (applications@lsw.wales.ac.uk). We will send an email acknowledgement to all applicants. If you do not receive an acknowledgement after 5 working days, please contact us.
- The closing date for applications is midnight on **14 June 2026**. We reserve the right to close this vacancy early should sufficient suitable applications be



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received. Suitable candidates will be invited to attend a short assessment as part of the recruitment process, to be held at our offices (The University Registry, King Edward VII Avenue, Cathays Park, Cardiff CF10 3NS). If you have not been invited to interview within two weeks of the closing date, please consider your application to be unsuccessful.

- We will make a provisional offer of employment to our chosen candidate. We will then take up references and, if these are satisfactory, confirm the job offer. We reserve the right not to make an appointment if we judge that none of the candidates meets the required standard.
- Please complete our Equal Opportunities Monitoring questionnaire at <https://www.smartsurvey.co.uk/s/B1H26X/> This is anonymous and will not be considered as part of the application process.

