JOB TITLE
Data Manager

LOCATED AT
Parks and Gardens UK, Hestercombe Gardens, Cheddon Fitzpaine, Taunton

RESPONSIBLE TO
Marketing & Communications Manager

SPECIAL RELATIONSHIPS
Chief Executive, Archivist

TERMS OF EMPLOYMENT
Part-time, 15 hours per week. A combination of remote and on-site work is welcome.

SALARY
£24,000 pro rata

PURPOSE OF THE JOB
To support the Parks and Gardens UK database project. This role is pivotal for parksandgardens.org: in enhancing the quality and integrity of data, increasing accessibility and functionality, and keeping forward momentum in the project.

About the Parks and Gardens UK database project

The Parks and Gardens UK database was established from 2005 to create a database resource of material relating to historic designed landscapes using technology to process and distribute information in order that it should be readily accessible. The project aims to:

• Raise awareness of the value of historic parks and gardens and provide accurate data on sites for planners, researchers and others engaged in garden heritage and conservation

• Encourage volunteers in the local community, especially the County Gardens Trusts, to engage with their local historic green spaces by providing online guidance for garden history research and recording at all levels – eventually aimed at outreach to and engagement with CGTs to encourage sharing of research with Historic Environment Record teams

• Provide resources for use in the classroom or on a visit to a local green space, assisting teachers and children with exploring their local historic parks and gardens.

- Benefit groups including academics, researchers, consultants, landscape professionals, interested amateurs and general garden visitors and tourists.

Responsibilities may include, but are not limited to:

- Checking and validating submitted data which will require researching missing or incomplete data using appropriate sources of information

- Preparing digital copies of new site records for checking by garden history experts including County Gardens Trust surveyors

- Accurate entering of data and images taken from written or other records into the Project database by means of the website data entry interface provided

- Uploading news articles, events, images and other website content as required

- Managing and developing the team of volunteers attached to the project to enter data and conduct user testing

- Liaising with the website's developers to provide feedback on functionality and resolution of any errors

- Dealing with queries and enquiries received by telephone, email and letter

- Providing regular reports for the Marketing Manager and Chief Executive of Hestercombe Gardens Trust.

SKILLS PROFILE

Essential skills include:

- Significant experience of data management

- A high level of organisation skills

- People management

- Website CMS operational experience

- Writing for web

Desirable skills include:

- User experience (testing, research)

- Knowledge of designed landscapes (parks, gardens)

- Experience of using image editing software, i.e. Photoshop or similar