

Breast Cancer UK

Recruitment Pack

DATA AND SYSTEMS LEAD
SEPTEMBER 2026



About Us

We exist to create a world where everyone feels empowered to reduce their risk of breast cancer. Our mission is to lead a movement that inspires individuals, advances scientific research, and shapes policy so that prevention becomes a core part of tackling the disease.

Breast cancer affects one in seven women in the UK, with over 56,000 people hearing the words “you have breast cancer” every year. While not all cases can be prevented, research shows that at least 30 per cent are avoidable. We are changing the way people think about breast cancer by focusing on prevention, addressing both lifestyle and environmental risk factors, and ensuring that prevention is accessible to everyone.

Over the next three years, we will build a nationwide prevention movement that:

- Empowers people with trusted, science-based health information and practical advice.
- Expands research into environmental and lifestyle risk factors, funding world-class projects and encouraging collaboration.
- Drives change by campaigning for prevention to be central in national health strategies and for stronger protections against harmful chemicals such as Endocrine Disrupting Chemicals (EDCs).

By 2028, we want hundreds of thousands of people to be taking active steps to reduce their risk, for prevention to have a stronger place in public policy, and for research into environmental causes of breast cancer to be significantly advanced.

Benefits Guide



29.5 days paid annual leave including:

- 25 days annual leave
- 3.5 additional days of Christmas closure
- 1 day birthday leave
- plus paid bank holidays

+5

Option for colleagues to buy up to 5 additional days of annual leave



Option for Full Time colleagues to compress hours into 9-day fortnight



Enhanced 4% employer pension contribution rising to 5% after 3 years of service and to 6% after 5 years of service



Personal pension advice



Office equipment allowance (up to £100) + stand-up desk allowance (up to £170)



Subsidised membership of Health care plan (after completion of probation period)



Remote working tax-free allowance of £25/month.



Flexible working hours



Enhanced Occupational Sick Pay & Enhanced Occupational Maternity Pay



Compassionate leave



Family friendly, supportive, positive and inclusive culture



Generous professional training and development programme

What our staff say....

Breast Cancer UK is good at making sure employees are involved and able to provide feedback on projects

Team spirit and collaboration. I know that I have a full team behind me if I need help. We're also very open to adapting and changing if needs be, we don't hold ourselves back.

I really enjoy working at Breast Cancer UK and appreciate all the opportunities I have been given to grow within my role

Everyone is fighting for one goal - to prevent breast cancer and its reflected in the people who work hard to do that.

Induction you feel welcome, prepared to start and part of the team already

I really like the people I work with and we have a great team spirit organisational wide

Breast Cancer UK is a great place to work, we have the ability to have meaningful impact and we are small enough to be adaptable and engaging, there are not many places of work that can truly say that.

It is a lovely place to work where most of the time people are all encouraged to contribute and share ideas etc. I think we go above and beyond for our supporters. I think we look out for each other well and ensure we are still doing social things as a team.

Data and Systems Lead

Key Facts

Salary: Band D £39,568 - £47,400 (depending on experience)

Hours: 35 per week (Full time)

Contract: Permanent

Location: Home based, with occasional travel to London area for team meetings

Reports to: Chief Operating Officer

About you

We're looking for someone who is passionate about using data and technology to make a difference.

You will bring:

- Experience of working with CRM systems, and associated APIs, ideally within the charity sector. Experience of working with Beacon is desirable but not essential.
- Strong knowledge of Microsoft 365, Power BI.
- Experience of developing reporting solutions and improving data quality.
- Excellent analytical and problem-solving skills, with the ability to translate organisational needs into practical solutions.
- Knowledge of GDPR, information governance and cyber security principles.
- The ability to work independently, build strong relationships, support users effectively and manage multiple priorities in a remote working environment.

Job Description

Scope of role

Discover, evaluate and lead on business improvements, providing solutions and supporting users with our business data and systems (Beacon CRM, Microsoft 365 and all data intake platforms)	50%
Analyse data across all available datasets including join-up with third party data services, centralising and simplifying data reporting, to provide robust, timely and accurate reporting across all activities	30%
Other data analysis, data protection, platform development and administrative tasks as appropriate	20%

Breakdown of responsibilities

This is not necessarily a comprehensive list of tasks; it is intended to give a good feel for the content of the role.

Discover, evaluate and assess business needs, lead on developing and implementing solutions and support users with Beacon CRM, Microsoft 365 and other business applications.

1. Liaise with teams to define and assess business needs for current or new work, (i.e. confirm purpose, processes, personnel involved, and outcomes/value sought).
2. Research and propose options to meet needs in the short and longer term.
3. Produce the business case in collaboration with others (if appropriate)
4. Lead on the design, testing and implementation of the chosen solution
5. Identify, lead and manage externally commissioned project work, including the tendering and commissioning process
6. Lead on the Charity's strategy for safely and efficiently implementing AI, developing good practice guidelines, and supporting the wider team.

Analyse data across all available datasets including join-up with third party data, to provide robust, timely and accurate reporting across all activities.

1. Identify all available data sources and determine the best ways to join data up for analysis and reporting in the short and longer term.
2. Lead on the development of a central reporting platform and the production of accessible and accurate dashboards and reports

Breakdown of responsibilities continued...

3. Input new records, ensuring all necessary data, including for assigning income streams and determining value, is included. Design and maintain reports that pull data from all key third party platforms
4. Design and maintain data transformation/templates across all third-party platforms and datasets.
5. Regularly review and update existing data, including all data quality processes and workflows
6. Support the production of new data capture mechanisms and refine existing ones to ensure they meet all needs.
7. Horizon scan and research new data analysis and reporting technologies and business applications.

Other data analysis, data protection, platform development and administrative tasks as appropriate

1. Design, deliver and lead on the use of data quality procedures, processes and guidance to maintain high levels of accuracy and data protection.
2. Act as the Charity's Data Protection Officer (DPO) and liaise with external suppliers, including our IT support service to ensure we maintain the highest levels of cyber security.
3. Set up and maintain existing and new workflows and notifications.
4. Set up ways to identify issues by routinely checking data input accuracy and implement solutions as required.
5. Support staff in accessing accurate reports of supporter data and tracking campaign activities.
6. Support the Finance Team with reconciling income between the finance system and other datasets.
7. Lead on the development of the data strategy and contribute to the development of other strategies and plans, as the Data and Systems Lead.
8. Other data admin tasks as required.

Person Specification

Knowledge and qualifications

- Graduate qualification in data management, or computer science (or equivalent experience)
- Excellent working knowledge of the function of a charity/fundraising database, ideally Beacon CRM.
- Knowledge of Microsoft 365 services and administration/configuration, including PowerBI; PowerSuite; PowerQuery etc
- Knowledge of data analysis languages and tools, such as SQL
- Knowledge of the principles of charity supporter and user journeys
- Knowledge of business case development and project management
- Operational understanding of fundraising, finance reconciliation, digital communication and campaigning processes and practices, and the use of AI
- Knowledge of data quality and maintenance best practice
- Working knowledge of GDPR, cyber security and the role of the DPO

Experience

- Experience working within a non-profit fundraising, education or campaigning organisation
- Significant experience working with supporter or customer databases such as Beacon CRM and business platforms, such as Microsoft 365.
- Experience of developing and implementing data management and quality processes
- Experience of working with diverse and large-scale data sets
- Experience of designing and delivering complex automation workflows
- Experience of supporting users with data management and business processes
- Experience of identifying and fixing issues with CRMs, datasets and business platforms
- Experience of developing data analysis and reports
- Experience of integrating disparate datasets and services
- Experience of working as DPO (desirable)

Person Specification continued...

Skills

- Highly accurate and efficient data management skills.
- Self-motivated, precise with high attention to detail
- Highly familiar with the use of CRMs and business platforms
- Excellent ICT and digital literacy skills
- Ability to work remotely, independently and within a team
- Excellent user-support skills
- Excellent analytical and problem-solving skills.
- Hard-working and reliable.
- Strong team-worker.
- Extremely well organised able to manage a workload to specific timescales.

Attributes

- Empathy with our aims, values and objectives.
- Commitment to our aims and ethos and to encouraging a preventative approach to breast cancer.
- Commitment to equity, diversity and inclusion – dealing with people and issues fairly and with respect.
- Be able to work from home and using their own initiative where appropriate.

Our values

Evidence-based

We follow the science rigorously and ensure that everything we do is credible and informed and shaped by research.

Collaborative

We work together with our people, partners, supporters and funders who share our vision to eliminate preventable breast cancer.

Honest

We're open, ethical and transparent about how we work and make decisions.

Innovative

We grow and learn, testing new ways of doing things and always striving to improve and develop.

Inclusivity

We're inclusive of all voices, bringing diverse experiences and insights into our work.

Application Process

The closing date for applications is **Monday 5th October at 5pm.**

Please apply using the application form for this role on our [JOB BOARD](#).

Interviews will be a two stage process, held virtually w/c **13th October and the 19th October 2026.**

For further information on the charity, see our [WEBSITE](#).

If you would like any further details on the role or the process, drop us an email at recruitment@breastcanceruk.org.uk.

Other information

- The appointment is subject to the satisfactory completion of a six-month probationary period.
- Breast Cancer UK are an equal opportunities employer, values diversity and is strongly committed to providing equal employment opportunities for all employees and all applicants. We believe that the more inclusive our environments are, the better our work will be.
- Breast Cancer UK has no head office, and all staff are expected to be able to work from home with the necessary equipment provided.
- The post holder will be required to travel within the UK, for example to attend meetings or conferences in other parts of the country. This may occasionally require overnight stays.
- The post holder may also be required to undertake occasional evening and weekend work where, for example, we hold events or conferences.

Equal Opportunities Form

Please take 5 minutes to complete our equal opportunities monitoring form, which you can find on [HERE](#) or on our application form.

Equality and diversity monitoring is where anonymous data is collected about candidates and is analysed to look for differences between groupings.

Where gaps are identified, this can help us explore the issue further and develop strategies and target resources to close the gaps and reduce inequalities within our recruitment process. Breast Cancer UK is an equal opportunities employer.

We value diversity and are strongly committed to providing equal employment opportunities for all employees and all applicants for employment.

Please let me assure you that this does not form part of your application, the short-listing panel will not have access to your data it will remain confidential and separate from the shortlisting process. Your data will be securely held and destroyed within one month of the closing date.

Do not hesitate to contact us if you require any further information on how your data is used or stored. I look forward to receiving your completed form.

Breast Cancer UK is committed to being a caring and welcoming place, where all employees feel they belong.

Our vision is to create a supportive and inclusive culture where our employees can reach their full potential, without prejudice and discrimination.

We are committed to a culture where respect and understanding is fostered and the diversity of people's backgrounds and circumstances are positively valued.