



# **Data Officer Recruitment Pack**

Save the Rhino International



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## About Save the Rhino International – leading the charge!

**We believe rhinos are magnificent, in themselves and as champions of the incredible wild landscapes in which they live. And they are endangered. To thrive, both rhinos and people need a world that is healthy, diverse and resilient.**

At Save the Rhino International, we connect people striving to conserve rhinos and their habitats with people who want to support that vital work, and we contribute our own knowledge and skills to the conservation effort. Every day we work with a wonderful community of passionate friends, partners and supporters, to ensure that all five species of rhinos thrive in the wild.

In the 30 years since our establishment, Save the Rhino International has become one of the most prestigious rhino conservation organisations globally. During our lifetime, we have made grants exceeding £31 million to partner programmes around the world.

We continue to raise funds and awareness to benefit rhinos with increasing global reach and influence. We are recognised for our technical and operational rhino expertise as well as high standards of governance and integrity, which have resulted in trusted partnerships around the globe.

## Our Vision:

All five rhino species thriving in the wild: as evidence of effective landscape conservation for nature and people

## Our Mission:

Global collaboration with partners to support endangered improve the conservation status of rhinos

## Our value proposition:

Save the Rhino plays a crucial role as a pivotal cog linking and leveraging priority elements of global rhino conservation



As an organisation we accomplish this via:

- Achieving long-term financial growth and stability through diverse funding channels
- Positioning Save the Rhino as a recognised global leader in rhino conservation
- Providing effective operational support to maximise our ability to achieve organisational goals

Our values:

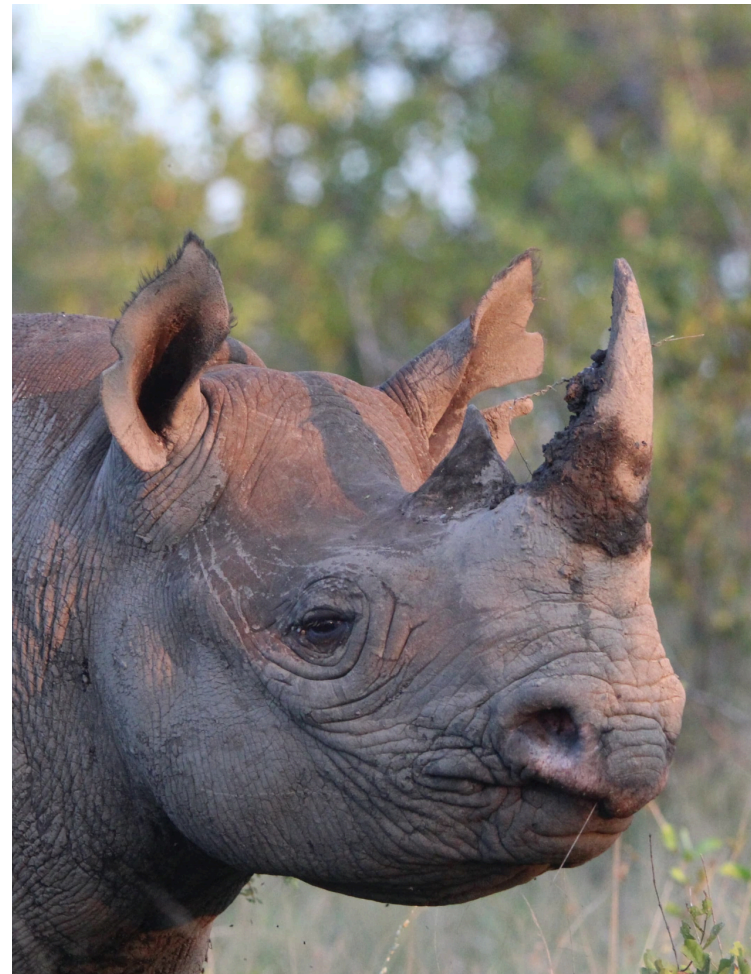
**INTEGRITY**

**COLLABORATION**

**DETERMINATION**

Our conservation strategy is to achieve the following goals with our partners:

- People and institutions are supported in the conservation of the most threatened rhino species in the most important landscapes
- Implementation of impactful interventions to disrupt transnational crime networks and illegal rhino horn trade
- Species recovery efforts to expand rhino range and accelerate growth in rhino numbers
- Strong linkages, co-ordination and technical capacity for rhino conservation globally
- Understanding and development of future priorities for rhino conservation policies and actions



# About the Role

This is a new and exciting opportunity to play a hands-on role in the data and financial operations of a dynamic conservation charity. As Data Officer, you will support the Head of Finance and Operations across a range of important day-to-day tasks, with a particular focus on income reconciliation, accounting preparation, the maintenance of our Salesforce CRM database, as well as using the CRM to run reports.

We are a close-knit, supportive team with a genuine sense of purpose. If you are excited by the idea of inspiring people to fundraise for rhino conservation, we would love to hear from you.

## Key Information:

**Role:** Data Officer

**Salary:** £28,000 - £35,000 based on experience (Pro rata if part-time)

**Holiday allowance:** 33 days (including bank holidays. Pro rata if part-time)

**Contract type:** Permanent

**Probation period:** Three months

**Hours of work:** Full-time, 35 hours per week (Monday–Friday) or 28 hours per week (see below)

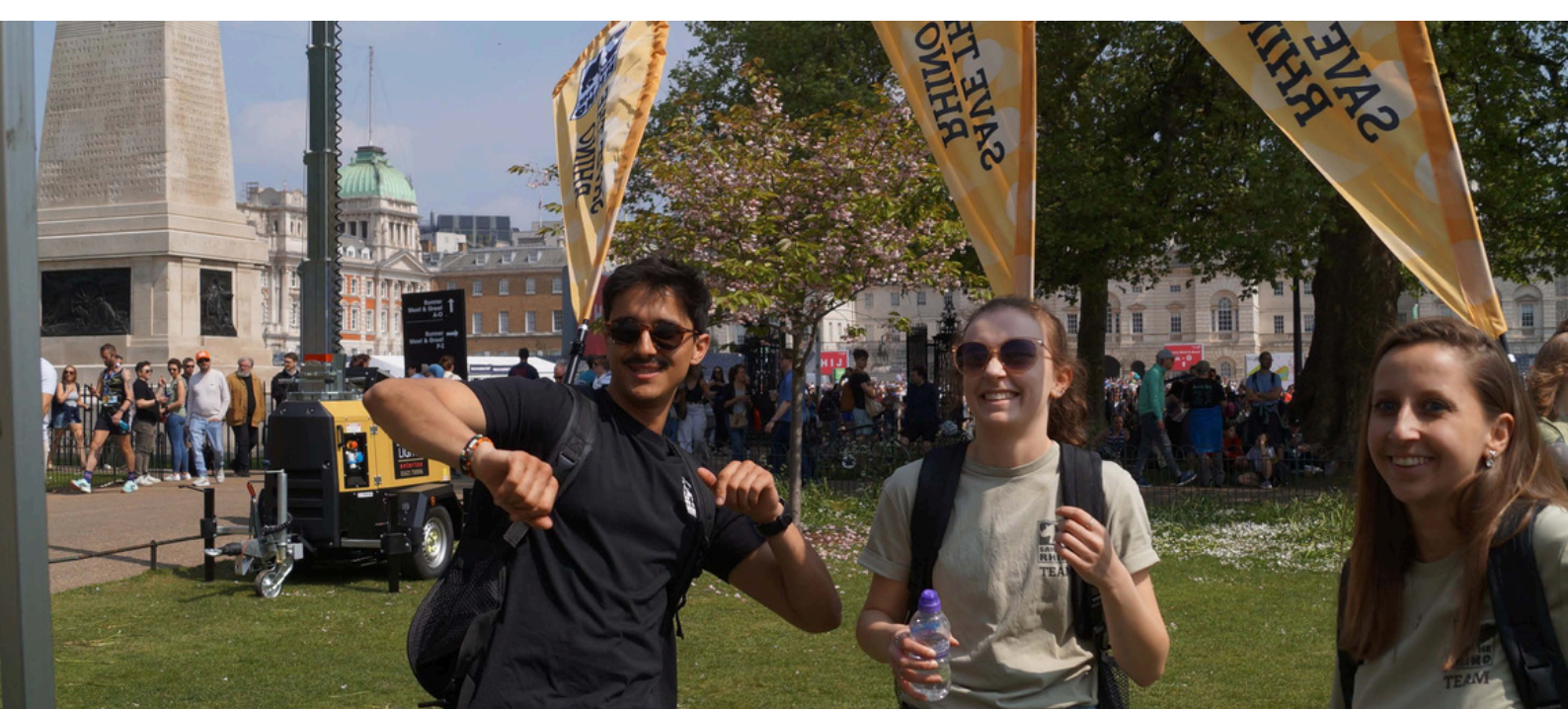
**Location:** We operate a hybrid working model with a minimum of three days per week in our London Bridge office.

Further flexibility can be discussed

**Line Manager:** Head of Finance and Operations

**Direct reports:** None

**Deadline:** Sunday 5<sup>th</sup> July 2026 23:59



# Role description

You will take responsibility for keeping Save the Rhino's data clean, accurate, and audit-ready – carrying out regular imports, cleaning routines, and backups, and producing reports that help colleagues across fundraising and communications to do their jobs effectively.

Alongside this, you will contribute to key financial processes including Gift Aid claims, VAT returns, and monthly management accounts, developing a solid grounding in charity finance. For the right person, this combination of data and financial responsibilities offers an unusually broad grounding - ideal for someone early in their career who wants to develop skills across both disciplines rather than specialise immediately.



You will be methodical and detail-oriented, comfortable working with data and spreadsheets, and confident following established and documented procedures while flagging issues when you spot them. You will be a collaborative team player, supporting colleagues across the organisation and keen to learn and grow within a small, committed team.

This is a new role for Save the Rhino, and it is one that might appeal to individuals with different experience and backgrounds. We are open to this role being full time (35 hours per week) or part time (28 hours per week). The hours agreed will reflect the experience of the successful applicant – a more experienced candidate may be able to deliver the full scope of the role in fewer hours.

# Key responsibilities by strategic area

## Data Management

*Maintain the integrity and accuracy of our Salesforce database through regular data cleaning, imports, and backups, following established procedures. Assist with campaign data updates including annual rollovers.*

- Carrying out quarterly data cleaning routines, including address verification, postcode formatting, and country standardisation across contact and organisation records
- Running data imports (e.g. contact lists from third-party platforms such as Teemill) following established procedures
- Supporting campaign data updates, including annual rollovers (e.g. London Marathon campaign records)
- Completing scheduled data backups in line with organisational procedures
- Supporting the development of materials to document relevant processes
- Assisting with other administrative tasks over time, including user management, and assisting with delivery of training to the wider team

## Database Reporting and Analysis

*Build and run Salesforce reports to support colleagues across fundraising and communications, turning data into useful, timely answers. Maintain data quality across contact, organisation, and opportunity records, flagging anomalies for review.*

- Building and running standard Salesforce reports to answer internal queries from fundraising and communications colleagues
- Producing regular and ad hoc reports and lookups from Salesforce, including donor counts and campaign data
- Assisting with dashboard creation
- Maintaining data quality across contact, organisation, and opportunity records
- Flagging data anomalies or inconsistencies for review

## Financial Administration and Reconciliation

*Support the Head of Finance and Operations across a range of routine but important financial tasks, including income reconciliation, creditor monitoring, and contributions to monthly management accounts. Prepare Gift Aid and GASDS claims for review and assist with quarterly VAT returns, developing a solid grounding in charity finance processes.*

- Daily and weekly income checking and reconciliation against financial records on Salesforce drawing on reports from a wide range of fundraising platforms
- Monitoring creditor accounts and flagging invoices requiring payment
- Supporting the preparation of monthly management accounts, including reconciliation and actual estimates
- Preparing Gift Aid claims (including GASDS) for review and submission, under supervision
- Supporting VAT return preparation on a quarterly basis

## General

- Ensure all activity across areas of responsibility complies with GDPR, the Fundraising Code of Practice and relevant sector guidance
- Contribute to organisational monitoring, evaluation and learning processes
- Participate in Save the Rhino's annual review process
- Provide support to the wider Save the Rhino team as needed, including at occasional events and other organisational activities



# Person specification

Save the Rhino is a small, dedicated team with big ambitions for rhino conservation. We are looking for a methodical and detail-oriented individual who takes pride in accuracy and is eager to develop their skills across data management and charity finance. You don't need to be a rhino expert or a finance expert – but you do need to care about doing careful, purposeful work in support of a mission that matters.

Skill / Experience	Essential / Desirable
Experience in a finance administration or bookkeeping role or working with a CRM or similar database system	Essential
Experience of data entry and data quality work	Essential
Experience working in the charity sector	Desirable
Experience with Salesforce or a similar CRM (e.g. Raiser's Edge, HubSpot)	Desirable
Familiarity with Xero or similar accounting software	Desirable
Experience with Gift Aid or VAT processes	Desirable
Core Skills	Essential / Desirable
Strong numerical accuracy and attention to detail	Essential
Confident user of Microsoft Excel	Essential
Ability to follow documented processes consistently	Essential
Good written communication skills	Essential
Understanding of charity finance (e.g. fund accounting, restricted income)	Desirable
Familiarity with Salesforce reporting or querying data	Desirable
Personal Qualities	Essential / Desirable
Methodical and organised approach to work	Essential
Comfortable managing recurring tasks and deadlines	Essential
Proactive in flagging issues and asking questions	Essential
Collaborative team player	Essential

## Staff benefits

At Save the Rhino, we want our team to thrive. Alongside the chance to make a real difference for rhino conservation, we offer a supportive and flexible working environment with the following benefits:

- 33 days of paid holiday each year, including public holidays (Pro rata if part-time)
- A contributory pension to support your long-term financial security
- Flexible, hybrid working to support a healthy work-life balance
- Access to training opportunities to support your ongoing professional development
- A workplace culture that genuinely supports mental health and wellbeing
- A collaborative, inclusive team where your contributions are recognised

## Application process

To apply, please send the following to [recruitment@savetherhino.org](mailto:recruitment@savetherhino.org) with "Data Officer" in the subject line:

- A CV of no more than two pages
- A cover letter of no more than two pages explaining what attracts you to the role, how you meet the person specification and which of our values resonate most strongly with you

**Closing date for applications is 23:59 GMT on Sunday 5<sup>th</sup> July 2026.**

All employees must have the right to work in the UK, and we will ask you to provide proof of this before you start employment.

## Interviews

First round interviews will take place virtually on either the 8<sup>th</sup> or 9<sup>th</sup> July 2026.

Second round interviews will take place in person at the Save the Rhino London Bridge office on the 14<sup>th</sup> or 15<sup>th</sup> July 2026.

## Our commitment to equality, diversity and inclusion

At Save the Rhino, we know that diverse teams bring fresh perspectives and help us achieve more. We are committed to creating an inclusive workplace where everyone feels valued and respected. We welcome applications from all candidates regardless of age, disability, gender identity, marital or parental status, race, religion or belief, sex or sexual orientation.

We will make reasonable adjustments to remove barriers to employment caused by disability or neurodiversity, and we encourage candidates to let us know if there is anything we can do to support them during the recruitment process.

We particularly encourage applications from candidates from backgrounds that are under-represented within the charity sector.

We know that not everyone will meet every requirement listed in this job description. If you're excited about the role, we'd still love to hear from you. You might be just the person we're looking for.

## Protecting your data

Save the Rhino takes your data protection seriously. Our full privacy policy for recruitment can be found on our website:

<https://www.savetherhino.org/privacy-policy>



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