

JOB DESCRIPTION
SYSTEMS AND DATA ADMINISTRATOR, SMC-1346

Supermums is an award-winning recruitment company with a difference. We specialise in placing skilled candidates in flexible roles within the Salesforce ecosystem. We work with an exciting and impressive range of companies to support their recruitment process. The following job position is working for one of our clients and we welcome you to contact us for more information and discuss further if you feel you have the skills and experience to apply. If you would like to discuss any other potential jobs we may have available at the moment, then please register with us at <https://supermums.org/recruitment/candidates/#form-section-24856>

Salary: Up to £46k per annum, pro-rata

Location: London – Hybrid (1 day per week (Tuesday) in office)

Term: Permanent, Part-Time

Our client is a mission-driven non-profit operating within the social impact and investment space, supporting charities and social enterprises through funding and programme initiatives. The company is a small, collaborative organisation with a strong focus on impact, data, and operational effectiveness.

The successful candidate joining as a Systems and Data Administrator will work closely with internal stakeholders across data, programmes, operations, and finance teams, playing a key role in supporting and optimising a recently implemented Salesforce-based CRM and grant management platform. This is an opportunity for a Systems and Data Administrator to join a values-led organisation undergoing continued systems and process improvement..

Key responsibilities and focus areas:

- Day-to-day Salesforce administration including user management, permissions, workflows, and system configuration
- Managing automation through Salesforce Flow
- Acting as the first-line CRM support contact for internal users as the primary Systems and Data Administrator
- Supporting rollout and maintenance of a partner-facing portal
- Managing data quality, governance, cleansing, imports/exports, and GDPR compliance
- Creating and maintaining Salesforce reports and dashboards
- Delivering onboarding, training, and user documentation for staff
- Coordinating with external implementation partners and internal stakeholders on ongoing improvements and system enhancements
- Supporting organisational reporting and impact data processes

Requirements:

- 2+ years experience working as a Systems and Data Administrator or Salesforce Administrator
- Strong Salesforce Administration experience including configuration and automation using Flow
- Strong understanding of Salesforce objects, fields, relationships, and record types
- Experience with data quality management, deduplication, validation rules, and imports/exports
- Ability to create reports and dashboards in Salesforce
- Knowledge of GDPR-compliant data handling practices

- Comfortable using Excel or similar tools for data analysis and cleansing
- Strong communication skills with both technical and non-technical stakeholders
- Ability to work independently within a small team environment

Desirable:

- Salesforce Administrator Certification (ADM 201)
- Experience with Salesforce-based grant or programme management systems
- Experience with Salesforce Experience Cloud / Partner Portals
- Non-profit, charity, or social impact sector experience
- Exposure to integrations, APIs, or system implementation/change management projects
- Previous experience in a Systems and Data Administrator position within a mission-driven organisation

Technology & Tools:

- Salesforce CRM
- Salesforce-based grant management platform
- Salesforce Flow automation
- Salesforce Experience Cloud / Partner Portal
- Data Loader or equivalent import/export tools
- Excel or equivalent spreadsheet/data manipulation tools
- Finance system exports and manual data workflows
- GDPR-focused data governance processes

Key Benefits:

- Salary: Up to £46k per annum pro-rata
- Part-time permanent Systems and Data Administrator role (0.5–0.6 FTE) with flexible working arrangements
- Remote-first working with occasional travel to a London office
- 28 days annual leave plus bank holidays and additional closure days (pro-rata)
- Employer pension contribution scheme
- Group income protection and life assurance
- Health cash plan covering dental, optical, and therapies
- Enhanced maternity, paternity, adoption, and shared parental leave
- Work-from-home and mobile allowances
- Flexible working policy with core collaboration hours
- Volunteer leave and study leave opportunities
- Conference and professional development opportunities within the social impact sector
- Inclusive and equality-focused organisational culture

Please note: Applications will be reviewed on a first come, first serve basis. Early application is strongly encouraged.

Please note that this job posting may be removed at any time due to an overwhelming response of applications. We appreciate your interest and encourage you to apply promptly if you believe you are a strong fit for the position. While we receive numerous applications, only a select few candidates will be shortlisted and presented to the client for further consideration. We thank you for your understanding and interest in this opportunity.