LOVE WITHOUT LIMITS

Edinburgh Dog & Cat Home

Data Integration Project Manager

6-month Fixed Term Part-time Role

Application Pack

WHO WE ARE

Here at Edinburgh Dog and Cat Home, we strive to make sure that every pet has the loving home it deserves, and we get our claws into our cause.

OUR MISSION

When a pet is part of the family and already has a loving home, we want to keep them there whenever possible. But sometimes, caring for dogs and cats means coming to the Home and finding a new loving family is best for them.

We're here to help pet owners, for when circumstances have changed through our Pet Foodbanks, by offering training or through raising awareness of issues for pets to deliver lasting change. Our priority is to help keep families together and be there when people and animals are in need.

We're a small but dedicated team united by our unconditional love of animals and our dedication towards their care, whatever it takes!

ROLE DESCRIPTION

Purpose

The Home is embarking on a vital digital transformation project to bring together legacy systems into a unified, modern infrastructure centred on Beacon CRM as our organisational "single source of truth" and better integrate our financial and fundraising processes. The Data Integration Project Manager will lead the delivery of this transformation, working across all departments and with external partners to integrate systems, streamline data flows and ensure accurate, efficient, and secure information management.

This role will ensure that key integration work is delivered on time, within scope, and to a high standard, enabling our staff to spend less time on administrative reconciliation and more time on what matters most, caring for animals and supporting the people who love them.

KEY RESPONSIBILITIES

Project Management & Delivery

- Lead and manage the end-to-end delivery of the Data Integration Project, ensuring it is delivered within agreed timelines, budget, and scope.
- Develop and maintain detailed project plans, milestones, risk logs, and progress reporting.
- Coordinate with technical integration partner and internal stakeholders to drive delivery and resolve issues.
- Manage change control processes and mitigate scope creep.
- Ensure phased rollout across departments is well-planned and well-communicated.

System Integration & Technical Oversight

- Oversee data integration and automation processes between Beacon CRM and legacy systems (Fundraising, Communications, Finance, CRM, Animal Welfare Management).
- Ensure accurate data mapping, cleansing, validation, and migration activities.
- Coordinate system configuration, licensing, and organisational rollout of Beacon CRM.
- Conduct or oversee functional and user acceptance testing to ensure systems communicate effectively.

KEY RESPONSIBILITIES

Data Quality & Governance

- Establish and maintain processes for data accuracy, consistency, and integrity.
- Work closely with teams to resolve data issues, improve data standards, and ensure secure handling of sensitive information.
- Support the development of documentation on data flows, system use, and integration processes ensuring adherence to best practice in data protocols.

Stakeholder Engagement & Communication

- Work collaboratively with all departments to understand data needs and system dependencies.
- Facilitate regular project meetings, updates, and reports for the Executive Team.
- Manage expectations, communicate risks, and escalate issues where appropriate.
- Build positive working relationships to support adoption of new digital processes.

Change Management & Training

- Develop and support the delivery of a Change Management and Training Plan.
- Ensure departments are supported through transition, including training materials, guidance, and post-implementation support sessions.
- Champion a culture of digital confidence and continuous improvement.

PERSON SPECIFICATION

Essential Experience & Skills

- Proven track record of successfully delivering digital or data integration projects, ideally within a multi-system environment.
- Experience working with CRM platforms (Beacon CRM experience highly advantageous).
- Strong understanding of data architecture, data migration, and data quality assurance.
- Demonstrated ability to lead cross-functional projects with complex stakeholder groups.
- Excellent project management skills, including planning, risk management, milestone tracking, and reporting.
- Experience coordinating external suppliers/technical partners.
- Ability to present complex technical information in a clear, accessible way.
- Strong analytical and problem-solving skills with a rigorous attention to detail.
- Ability to manage competing priorities and maintain control in a fast-moving environment.
- Knowledge of GDPR and data governance best practice.

PERSON SPECIFICATION

Desirable

- Understanding of fundraising systems, animal welfare management systems, or finance/communications platforms.
- Experience of digital transformation or organisational change projects.
- Project management qualifications (PRINCE2, Agile, PMP or equivalent).

Personal Attributes

- Collaborative, approachable, and comfortable working with colleagues at all levels.
- Proactive, organised, and self-motivated, with the ability to work independently.
- Calm, solution-focused, and resilient under pressure.
- Strong commitment to data accuracy, operational efficiency, and service excellence.
- Alignment with the values and mission of Edinburgh Dog and Cat Home and compassion for animal welfare.

6 month fixed term part time (25 hours per week) with a salary of £35,000 per annum (£25,00 pro rata)

Reporting to: COO

Staff Benefits:
- **Enhanced holiday + bank holidays, increasing with length of service**
- **Life Insurance**
- **Uniform allowance**
- **Enhanced maternity**
- **Generous pension scheme**
- **Employee Assistant Programme**
- **Staff wellbeing program**
- **Winter flu vaccinations**
- **Social team events**
- **Discounted pet insurance**
- **Charity worker discounts**

+Many more

Edinburgh Dog & Cat Home
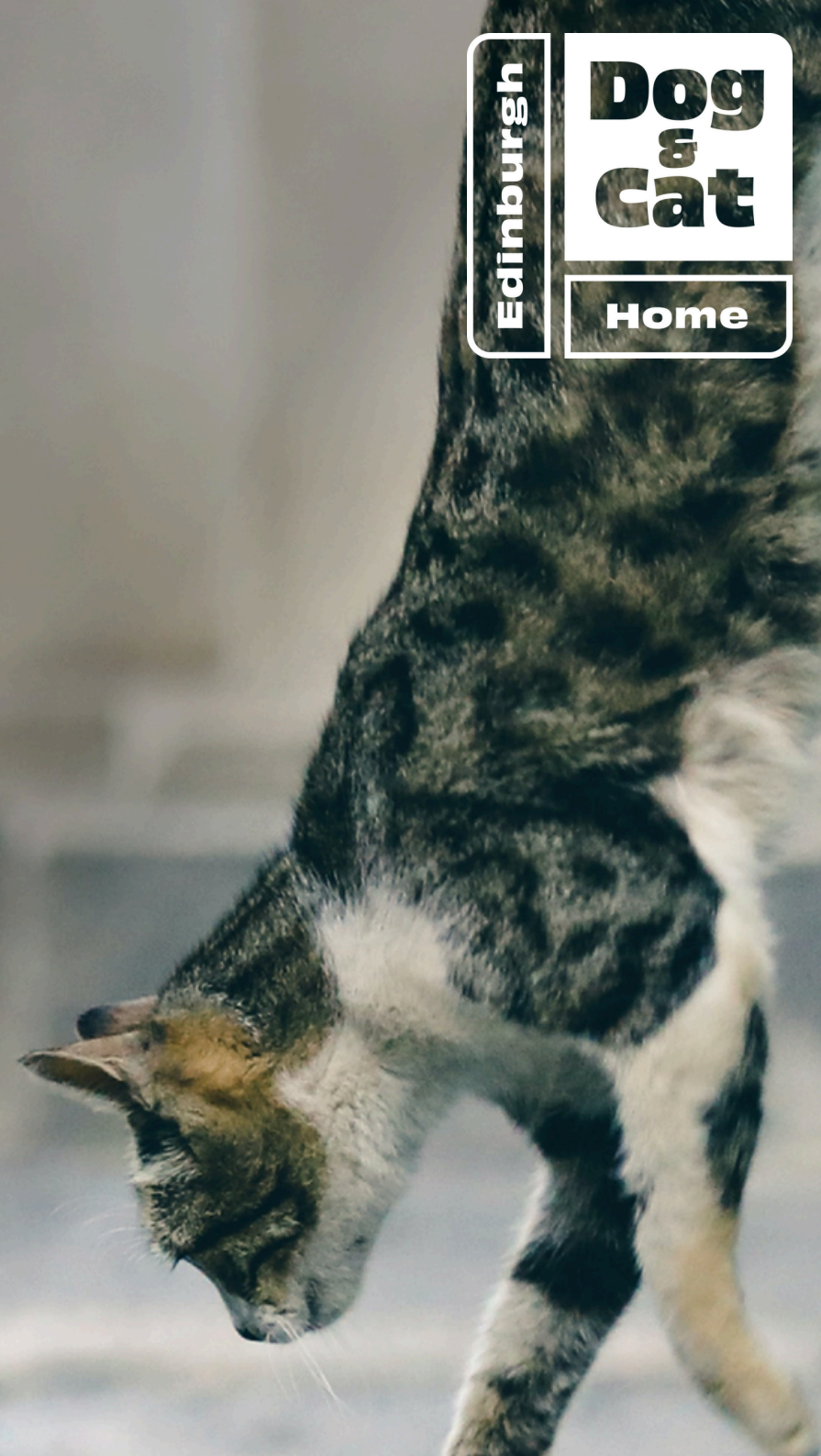
HOW TO APPLY

Submit your CV and a covering letter to recruitment@edch.org.uk by Thursday 29th January 2026. Interviews will likely be held the week beginning Monday 2nd February.