Data and IT Officer

Are you confident working with data, digital systems and IT, and passionate about using technology to help Young Person's Advisory Service deliver (YPAS) high-quality services

YPAS is looking for a Data & IT Officer to support the effective operation, performance and development of our electronic management systems and IT infrastructure.

This is a varied role combining data management and analysis, system administration, reporting and hands-on IT support. You will work closely with our Data Lead and colleagues across YPAS to ensure our systems are reliable, our data is accurate and secure, and our workforce has the support and confidence to use digital systems effectively.

We are looking for someone who is analytical, organised, solutions-focused and confident with technology. You will need to be comfortable working with data and digital systems and able to translate technical information into practical support for colleagues who may have different levels of IT confidence. You must have strong attention to detail, an understanding of the importance of data quality and confidentiality, and the ability to identify problems and work collaboratively to find solutions.

If you enjoy making systems work better, turning data into meaningful information and helping people get the best from technology, we would love to hear from you.

Post	**Data and IT Officer**
Salary	NJC/SCP 12-14 (£28,598 - £29,540)
Contract	Permanent
Hours	35 hours per week
Closing Date	Friday 09.10.2026 (10am)
Short listing	Friday 09.10.2026 (10am)
Interviews	Friday 16.10.2026

For an application pack please email recruitment@ypas.org.uk or for further information please contact recruitment@ypas.org.uk

YPAS is committed to Safeguarding and promoting the welfare of children, young people and families and expects all staff to share in this commitment.

We aim for quality services and equal opportunities for all