

Job Description
Data Analyst
35 hours flexible working

Job ref:

Location: Home based or office based
Role Reports To: Development Manager
Direct Reports: None
Job Family: 4

Volunteering Matters

Everyone in the UK should have the opportunity to thrive. So we bring people together to overcome some of society's most complex issues through the power of volunteering. We partner with communities to overcome adversity, tackling social isolation and loneliness, improving health, developing skills and opportunity, and making sure young people can lead change. And because we're a national charity, we do this at scale, sharing our expertise and building partnerships to make an even bigger impact. We turn local knowledge and energy into action and progress, building stronger communities and a better future for all.

Purpose of the role

Impact is everyone's responsibility at Volunteering Matters. The difference our volunteers, colleagues and partners make is the driving force for what we do. This role is part of a small and busy impact team that works across Volunteering Matters to enable us to better understand the impact we have and to achieve change.

The Data Analyst is a key post, leading on improving our data collection and use of data to understand the impact of our volunteers and to continue to improve our impact.

As the Data Analyst, you will advise on the development and implementation of processes for data extraction, cleansing, analysis and visualisation to help drive our learning and reporting. We have recently developed an Impact Tracker to better manage and understand data for our Grandmentors Programme. This post will advise on the use of data from the tracker and guide colleagues in producing reports.

Key Duties:

- Leading on the collecting and analysis of qualitative and quantitative data from a wide range of sources
- Advise on data use and visualisation for the Grandmentors Programme, making best utilisation of the new Impact Tracker Tool.
- Provide guidance to project managers on the Grandmentors Programme on use of data for effective reporting.
- Advise and support colleagues on data use and visualisation as the Impact Tracker Tool is extended to other projects.
- Advise on data and standards and structures within the development of a CRM at Volunteering Matters.
- Working with the data protection lead, developing processes governing what data is collected, and how it is stored, arranged, integrated, and used.

- Advising colleagues from across Volunteering Matters on the use of data and evidence driven approaches to measuring and reporting on impact.
- Working with external partners to help the organisation work collaboratively externally to share opportunities and impact.
- Work within the Impact, Communications and Partnerships Directorate to support with other activities in the wider team.

Experience/Skills and attributes:

- Experience of designing and maintaining mechanisms for collecting and managing quantitative data.
- Experience of analysing data sets and using this data to record and understand impact.
- Experience of interpreting and presenting data for reporting, developing user friendly visuals.
- Excellent analytical skills and proficient in using digital tools for data visualisation software to provide insight reports.
- Ability to advise and guide colleagues and others regarding the effective and collection and use of quantitative and qualitative data.
- A practical understanding of GDPR and how it relates to the collection and use of data.

Qualifications:

Relevant experience and values alignment is more important for this role than specific qualifications

Other:

The postholder will require good internet access to enable remote working, and a suitable home office space. IT equipment and infrastructure will be supplied.

Our Values & Way of Working:

In all that we do, we embrace a philosophy of 'Freedom within a Framework' and are guided by our values: Empowering, Inclusive, Compassionate, Positive & Straightforward.

Diversity & Inclusion:

Volunteering Matters welcomes all applicants and are keen to ensure our team reflects the diversity of the UK and the communities we serve. We encourage applications from disabled, LGBT and Black, Asian and Minority Ethnic backgrounds, along with candidates with any protected characteristics and from disadvantaged groups. Disability Confident & Reasonable Adjustments: We guarantee to interview anyone with a disability whose application meets the minimum criteria for the role. Please provide evidence in your application, which demonstrates that you meet the level of competence required in the "Experience/Skills and attributes" section of this job description. To be considered for a guaranteed interview or to discuss any reasonable adjustments during the process, please state this in your application or contact join@volunteeringmatters.org.uk for more information. We have also committed to the following pledges which positively encompass our recruitment and selection processes and methodology: The Promise (Scotland), Show the Salary, Salary History.

To Apply:

- 1) Download our application form
- 2) Download our Recruitment Monitoring Form
- 3) Send all documentation by email to - join@volunteeringmatters.org.uk

This job description is intended to include the broad range of responsibilities and requirements of the post. It is neither exhaustive nor exclusive but while some variations will be expected, these will be at an appropriate level for the role.