

VAL Jobs

Data and Impact Analyst - Youth Employability Support (YES) Project

Job description

Job purpose:	To oversee the project's overall evaluation strategy; support partners to develop robust and accurate participant data; coordinate quarterly reports on participant data and manage the YES Project database.
Responsible to:	Learning & Knowledge Management Team Manager

1. Main aims of the role

- Provide the YES Project with accurate and timely analysis of progress against quantitative targets, indicators and outcomes.
- Ensure consistent, high quality participant data is captured and reported across the partnership.
- Develop and manage the YES Project database
- Implement an effective evaluation and impact analysis strategy
- Provide and disseminate reports as agreed by the project

2. Main activities of the role to deliver the aims

- Provide accurate, high quality quarterly reports relating to the project's participants, which form part of the project's overall monitoring claims
- Analyse data and provide summary reports on the projects delivery and recommend changes to the Project Manager
- Ensure consistent, high quality participant data is captured and documented by all delivery partners
- Provide clear guidance to partners on the project's data, impact and evaluation procedures
- Overseeing the YES Project database and working closely with the YES Administrator to ensure information is inputted accurately, making structural changes where necessary and developing reports as required.
- Work closely with the Executive Manager and YES Project Evaluation sub-group to develop an effective evaluation strategy.
- Lead on the implementation of the evaluation strategy and supporting the Project Manager with the procurement of an Impact Analysis study.
- Work effectively within the programme management team and with staff across the YES project's eight delivery partners, including delegating work to the Project Administrator.
- Carrying out research to support the continued development of the YES Project
- Identifying new data needs for the project and create the tools required to collect these

3. Supporting the development of VAL and its people

- Be an effective ambassador and representative for the Project and organisation including all VAL's BBO projects.
- Participate positively in the development of plans, projects, performance management, team and organisational development.
- Maintain data, statistics and information on the delivery of the programme in line with existing reporting processes and as required for the role.
- Build and maintain effective relationships with internal and external colleagues, including working collaboratively across the team and the organisation.
- Be accountable to the organisation and colleagues for your actions, actively supporting the values of the organisation.
- Support team members to deliver the YES targets and outcomes.
- Ensure the health and safety of staff, volunteers, participants and service users of the wider organisation.
- Encourage and promote equality and diversity both internally and externally
- Undertake any other reasonable duties in line with the aims of the post.

Person Specification

The person specification sets out the essential qualities that we are seeking for his post. Please ensure that your application demonstrates how you meet the criteria. You may include paid and voluntary work or other relevant life experience.

Compilation of evidence and reporting	<ul style="list-style-type: none"> ▪ Experienced in the gathering of evidence and the extrapolation of quantitative data and outcomes information from external sources and databases. ▪ Experience of undertaking research including data collection, data analysis and using quantitative data ▪ Ability to analyse data and evidence against criteria and produce detailed reports for funders, stakeholders and Project development. ▪ Understanding of data protection legislation and its implications for organisations
Database Management	<p>Experienced in managing, developing and maintaining CRM systems</p>
Evaluation	<p>In-depth knowledge of evaluating projects, analysing project's impact, and experience of developing and implementing evaluation strategies.</p>
Managing, supporting and working alongside people	<ul style="list-style-type: none"> ▪ The ability to work effectively within a programme management team, including taking a leadership role and designated work to other team members. ▪ Experience of ensuring colleagues use correct data management procedures
Experience of different communities	<ul style="list-style-type: none"> ▪ Experience of working within different geographical communities such as urban, suburban, small towns and/or rural and communities of interest. ▪ Able to demonstrate how community diversity impacts upon this role.

Equality and diversity	Encouraging and promoting equality and diversity in the delivery of services and experience of working effectively with people from a range of backgrounds
Building relationships	The ability to build and maintain effective relationships with colleagues and partners in all sectors
Organisational skills	Taking personal responsibility and a proactive approach to planning and performance managing a varied and complex workload, prioritising demands and working to tight deadlines
Approach to work	Having a customer service focus, and a positive “can do” approach to advice and support provision, dealing with difficult situations and changing environments calmly and effectively
Presentation skills and oral communication	<ul style="list-style-type: none"> ▪ Excellent communication skills with a diverse range of people and organisations through a range of mechanisms such as face to face, telephone and electronically, including ability to engage with Delivery Partners. ▪ Experience in developing and delivering presentations on project data and research findings to a range of audiences
Written communication and developing information resources	Excellent writing skills and the ability to develop information resources for the YES Project, funders and stakeholders with evidence of translating complex information into clear and engaging materials.
ICT skills	Proficient in ICT packages including word processing, email and internet, spreadsheets and databases
Continuing professional development	<ul style="list-style-type: none"> ▪ Minimum of 5 GCSE’s grade C or above, including English and Maths ▪ Evidence of continual development of knowledge of skills is required ▪ Relevant research and data management qualification at degree level is desirable
Hours of working	Able to work some evenings and occasionally at weekends
Travel	Ability to travel regularly within the city and county and occasionally nationally

This does not form part of your contract of employment – April 2021