



LORD'S TAVERNERS
Giving young people a sporting chance



JOB DESCRIPTION

Job Title:	Data Analysis Officer
Reporting to:	Impact & Insight Manager
Team:	Charitable Programmes
Location:	London Head Office
Contract:	Full-time
Salary:	£30,000-£33,000 – Grade 2

Introduction

The Lord's Taverners exist to positively impact the lives of young people facing the challenges of inequality. We work across the UK and beyond to provide inclusive and impactful cricket programmes, empowering young people with disabilities and from disadvantaged communities to develop the knowledge, skills, capabilities and confidence required to overcome the challenges of inequality, raise their aspirations and reach their potential.

Main Purpose of the Role

This is an exciting opportunity for a highly motivated, well-organised and professional Data Analysis Officer to be part of a committed and passionate team.

The ideal candidate will be pro-active with a keen eye for detail and will provide support to the Impact and Insight team (I&I team) and across our programmes.

Job Purpose

Working closely with the team to provide support to develop and implement processes for the collection, measurement, analysis, learning from and reporting on the impact of all our charitable investments. As a team we are working to ensure that all our work is outcomes and impact focussed for the benefit of young people. Your main responsibility will be at project/county level, to inform across the programmes.

- Responsible for the data management system to include –
 - regular review and tracking of data across projects
 - helping to evolve use of systems to support programmes and assess impact including suggesting changes and improvements to the systems and way we are using them
 - some delivery of specific, refresher or ongoing training to Delivery Partners and other stakeholders, including on DMS use, excel, insights and impact
 - deliver internal and external development training as required
 - being the gatekeeper on GDPR compliance and data security
 - the first point of contact to provide technical support, resolve issues on the data management system and help with general queries
 - work with Development Officer (DO's) to maintain systems and collect information
- Proactively coordinate the distribution and collection of monitoring and evaluation information

- Work with I&I and Charitable Programmes (CP) teams to ensure key outcomes are collated and recorded robustly
 - Audit data quality – improve quality, remove corrupt and identify gaps in data
 - Extract, analyse, report and present information from data sets and dashboards to ensure easy to read and accessible data for all stakeholders
 - distribute, collect, organise and assist in the analysis of surveys, questionnaires and other data sources to help evaluate impact of projects, ensuring data is useful, actionable
 - identify patterns/correlations/programme trends
- Work with I&I and CP teams to track, challenge and measure impact and intended outcomes against key milestones
 - Challenge ideology and methodology for national impact related programmes
 - Audit data, spend and other data sources for national programme deliverables and effectiveness
 - Early detection of key concerns
- Work with I&I and CP teams to explore innovative ways to measure impact
 - Support the development of outcome models and link outcomes from programmes to the charity
 - Help develop and monitor KPIs
 - Identify gaps and areas of future development
 - Support the implementation and creation of strategic ToC models, outcome models
 - Support the creation of key strategic and operational impact models to help find trends, identify gaps and improve efficiency
 - Help identify gaps in processes and improve technology and systems
 - Support the alignment of strategic operational goals/outcomes with wider stakeholders and partners
- Regularly update the funders / sponsorship schedule and flag key dates for reporting
 - Uploading of data as necessary including around grant funding
 - Undertake ad-hoc monitoring and evaluation key tasks - this could include e.g. case studies, consents, grants surveys, research, evaluation of information. In time this may include visiting projects around the country to undertake assessments.
 - Spread awareness of our charitable programmes both internally and externally
 - From time to time help with the co-ordination of charitable programme or organisational awareness or funding events

Personal Skills and Experience

- Must have an experienced data administration and analysis background with the ability to clearly explain and present findings and produce high-quality outputs
- Experience of data management systems (we currently use Upshot) and strong numerical skills
- Must have proven strong organisational skills - able to deal with changing priorities and pressure, with proven time management skills and attention to detail
- Must have strong Microsoft Office IT skills (including advanced proficiency in Excel and PowerPoint) plus willingness to learn and develop skills in other IT systems
- Need to be able to process a high level of information quickly, accurately and effectively
- Need to be keen to work as part of a team with a proactive, enthusiastic, 'can-do' attitude
- Need to support the aims and objectives of the I&I team, the Charitable Programmes department and the organisation
- It is imperative that you are self-motivated and able to use initiative to get a task done
- Need to be willing to travel and have flexible working hours when necessary
- To contribute to the 'one team' approach to income and reputation across the organisation
- Excellent written and spoken English

In return, we are offering:

- Generous holiday allowance
- Generous pension contribution
- Employee Assistance Programme
- Private healthcare

- Season ticket loan
- Life assurance
- Death in service cover

Note

We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age. We are also proud members of the Living Wage Foundation.

Please apply by sending your CV along with a short letter of application, suggesting why you are suitable for this post. **Only applications with a relevant letter of application will be considered.**

Deadline for applications 9 July
1st interviews stage w/c 11 July
2nd interviews stage w/c 18 July