

Data and Impact Officer

Are you passionate about data? Do you enjoy analysing numbers to find trends? Can you use our evidence to help us demonstrate the impact we're having in Barnet? If you answered yes, then Young Barnet Foundation (YBF) needs you!

We're looking for someone who loves working with data and can report information in a clear, concise and attractive way to join the team in this newly created role as **Data and Impact Officer**.

Summary:

Hours:	21 or 28 hours per week (plus statutory breaks)
Term:	24-month fixed term contract, with potential extension subject to funding
Base:	YBF office (east Barnet, EN4 8SG) and home working
Remuneration:	£27,000 to £32,000 (depending on experience)
Accountable to:	COO or Project Implementation Manager
Line management:	Potential volunteers / student placements
Application Closing Date:	5pm, Friday 15 th July 2022

We offer:

- Flexible working hours and some working from home opportunities (for the right candidate).
- Commitment to your personal training and development.
- New modern office space located in east Barnet.
- Support of friendly, welcoming colleagues, with at least quarterly team building social events and activities.
- Opportunity to be part of the wider Young People's Foundation movement and make a real difference to the local community.

About Young Barnet Foundation

Young Barnet Foundation is a membership organisation which supports over 200 charities, community groups and social enterprises who deliver positive activities and vital support services to children and young people in the London Borough of Barnet. We are proud members of Barnet Together and one of ten Young People's Foundations operating across London, Dorset and Manchester.

Our team works collaboratively, tactically, and strategically under an ethos of 'Generous Leadership' to support and build capacity within and beyond our membership, including:

- Providing members with advice, information, and networking/training opportunities; assistance with fundraising and partnership building.
- Working with local authority and strategic partners to encourage sharing of intelligence, ideas, and resources.

Purpose of the role

YBF has a wealth of data from member surveys, workshop feedback, staff knowledge, etc. This role will use this evidence to inform decision making within the organisation. You will:

- Identify how to use our data to best demonstrate the work of YBF and the impact it is making on the sector.
- Amplify the work of our members. Using the data that we hold, to demonstrate to the wider public, the great work being done by members across Barnet.
- Support our members' use of data to assist them in both securing funding and reporting the impact of their work.
- Develop on previous work done to give children and young people a voice, helping us to identify the local needs.
- Drive data backed solutions to the key themes and areas requiring development across Barnet.
- Use data to support the Fundraising and communications teams
- Potentially work with external analysts/data experts along with students (via placements or secondments) to expand on the points listed above.

Responsibilities

Influencing internal policy and practice:

- Support the Senior Leadership Team to make strategic decisions by providing evidence-based analysis of data.
- Provide recommendations for redevelopment and redesign of our services.
- Produce statistical analysis for Trustee reporting.
- Develop, as necessary, the use of our existing CRM system (Salesforce) to aid the use and display of data.

Communicating our impact:

- Create regular reports on the work of YBF to support external messaging and evidence the work we do.
- Evaluate our Space2Grow funding rounds using the data collected from monitoring and evaluation reports.
- Evaluate the Holiday Activity Fund delivery and outputs.
- Display information in ways that suit various stakeholders (written, infographics, GIFs, etc).
- Develop and deliver an Annual Impact Report.
- Support end of project reporting.

Evidence for funding applications:

- Support our funding applications by providing evidence from our own data and other local insight tools.

- Promote information and data that will be beneficial for our members to aid their development and funding applications.

Demonstrating Youth Voice:

- Support our work to amplify local Youth Voice to support strategic development, identify opportunities for our members and seek funding.

Candidate Profile:

Essential

- A passion for data and the power of using evidence to demonstrate impact.
- You have experience of leading effective research and evaluation strategies that bring about organisational and societal change.
- Experience with Salesforce/CRM systems.
- Able to record, interpret and analyse results from projects and programmes through a variety of publications, including reports, infographics, and guidelines/toolkits in a clear and succinct manner.
- Excellent oral and written communication skills to deliver presentations and reports to a range of audiences in a clear, inspiring, and confident way.
- Understanding of good data protection practices including GDPR.
- Excellent planning and organisational skills, including ability to plan, prioritise and deliver a complex workload.
- Strong ICT skills, with experience of using Microsoft Office.
- Flexible, adaptable, and proactively responsive to organisational priorities.
- Knowledge and understanding of Equal Opportunities Policy and sensitivity to equality/diversity issues.
- Friendly, hardworking, and inspired to be part of a new and growing team.

Desirable

- Be able to demonstrate suitable experience in the sector/data analysis.
- Ability to establish a culture of learning in an organisation and lead change across an organisation towards a more impact-focused approach and effective management of sensitive data.
- Experience of leading and directing others, creating a culture of innovation and learning.

Qualities

- Naturally driven/self-motivated/self-starter. Able to manage your own time and prioritise a heavy workload.
- The ability to work closely with others in a non-hierarchical setting.
- Passionate about the voluntary sector and its role in creating positive social change.
- Commitment to the ethos and values of Young Barnet Foundation.
- Commitment to equality and diversity and an understanding how to promote them in your/our work.

Other Terms and Conditions

Probation Period:	Six months.
Expenses:	Staff may claim travel expenses, at the agreed rate, for journeys necessary in the course of their work. Claims for additional expenses will be reimbursed in accordance with our expense policy or funded contracts.
Annual Leave:	25 days per annum, pro rata, excluding bank holidays. Holidays will increase in accordance with our Annual Leave Policy.
Pension Payments:	On activation and after satisfactory completion of the probationary period, Young Barnet Foundation will contribute, in line with government requirements, into the individual's chosen pension scheme.

Your Application:

Please apply with a **covering letter and an up-to-date CV** (citing your relevant abilities, skills, knowledge and experience). Please use the covering letter to explain in detail how you meet the requirements of the Candidate Profile. If you are or have been involved in voluntary/unpaid activities, please also include this information. Attach an additional sheet if necessary.

Failure to submit a covering letter with your CV may mean that your application is not considered.

By E-mail:

recruitment@youngbarnetfoundation.org.uk

Enquiries:

Telephone: 0203 621 6090

CVs will be anonymised and then assessed as and when suitable candidates apply - interview dates before the end of July 2022 (or and as when suitable candidates are identified).

Please note that this post is subject to appointee undergoing an Enhanced DBS, in line with Young Barnet Foundations commitment to safeguarding. Proof of right to work in the UK is required. Young Barnet Foundation is an equal opportunities employer.

Young Barnet Foundation offers a flexible approach to working hours, working closely with each staff member to suit their personal and professional needs.

***If you are viewing this role via an online job board/agency please be aware that you MUST submit your application via the instructions above to recruitment@youngbarnetfoundation.org.uk ***