

Junior Data Analyst

Context

The Fundraising Operations department aims to inspire individuals and churches through engaging events, supporter appreciation, inspiring phone calls, and insightful data. We support and drive projects from the wider Fundraising and Marketing division because we are passionate that individuals give or keep on giving and that churches are compelled to partner with CAP. The Fundraising Operations department is made up of the Events team, Fundraising Support team, Supporter Engagement Phone team, and Data team.

Purpose

To support the work of the Data Analyst in various analysis and data related projects and to support the Supporter Segmentation Officer to manage data lists for communicating with our supporters and churches. The charity depends on excellent quality data being produced so that we can best inspire and engage with CAP supporters.

Passion

The Junior Data Analyst loves to manipulate and get to grips with data. They love to analyse data and present results in an easy to understand way. Also they are passionate about accurate and clear data lists.

Personality

We want to inspire and get to know our supporters and churches and to understand what makes them tick. We are driven by working together to efficiently meet our deadlines and targets, having a keen eye for detail, and wanting to communicate and show appreciation to our supporters and stakeholders well.

Role:

Accountabilities:

- Monitoring and analysing data on both ongoing and a one off basis as per the needs of the charity.
- Acquiring and distributing the information and statistics for one-off projects and ongoing team monitoring, as and when needed.
- Carry out specific projects, administration and research across the Fundraising and Marketing division in conjunction with the Head of Fundraising Operations.
- Create data lists for supporter and church communications – including our external mailings.

Measurable Outputs:

- Statistics and management information delivered to agreed timescales.
- Level of accuracy in all reports provided with the number of errors at a minimum.
- All reports completed to agreed deadlines and timescales.
- Data lists for supporter communications to be produced accurately and on time.

Culture:

- Clearly live out and embrace the cultural values of CAP.
- Clearly demonstrate a heart and passion for the charity.
- Sincere acceptance, understanding and practice of the Christian ethos and purpose of the Charity.

Other Responsibilities Include:

- Being willing to pray with staff and be fully engaged with our Christ centered culture.
- To encourage friends, family and other contacts to support the charity through the Life Changer program, and other fundraising initiatives.
- Attendance at annual CAP staff conferences .
- Complete all compulsory CAP training within given timescales.

The above job profile is a guide to the work you may be required to undertake but does not form part of your contract of employment and may change from time to time to reflect changing circumstances.

Person:

Education:

- Degree level education, ideally in a related discipline

Experience:

- Marketing and or fundraising experience.
- Experience of having to work using your own initiative
- Experience of having to meet deadlines or targets
- Experience of project management
- Experienced user of Microsoft Word and Excel

Skills / Abilities:

- Good communication skills
- Good problem solving, analytical and evaluation skills
- Logical, articulate approach to work, prioritising workload efficiently
- Ability to work accurately and pay attention to detail
- A love for detail and excellence
- Able to use advanced features of Microsoft Word and Excel, including Excel functions such as VLOOKUP, nested IF functions, charts and data validation.

Christian Commitment:

- The candidate must be able to give both verbal assent to and practical demonstration of Christians Against Poverty's Statement of Faith and Core Values
- Must be able to actively participate in prayer and worship, whether individual, small group or corporately, as an expression of own personal faith and in line with CAP's Statement of Faith.

All adults working in, or on behalf of the CAP have a responsibility to safeguard and promote the welfare of children and adults. This includes: A responsibility to ensure a safe environment in which CAP Services can be delivered. Identify children and adults where there may be safeguarding concerns and to follow the CAP Safeguarding Policy in addressing any concerns appropriately.

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