

Junior Data Analyst

Context

The Research, Development and Innovation (RDI) team exists to develop, improve and strengthen CAP's critical work in the UK, and around the world. Our role is to lead on the most strategic research, development and innovation projects whilst enabling other teams in CAP to also grow in these disciplines. We are driven by an endless quest to make things better, to challenge the status quo and to take as much advantage of the world of opportunity and fresh thinking outside and inside of CAP. The RDI team also collaborates with the CAP international partners when leading on projects with global implications.

Purpose

The Research, Development and Innovation Junior Data Analyst reports to the RDI team leader and works as part of a team to provide ongoing research, development and innovation projects for CAP. They will research to get key statistics we can confidently base strategic decisions upon. They will support teams and managers to develop dashboards and reports for areas they regularly track. They will innovate to tackle some of the key strategic issues and opportunities for CAP. They will lead projects to continually improve what we do, and how we do it, across CAP. This role will not only lead projects but influence the culture and practice of RDI and project management across CAP teams.

Passion

We are passionate about challenging the status quo. We want to see things improve – at times around the margins, at times in major step changes in what we do or how we do it. We are driven in it all by delivering the best service and value to our clients and supporters.

Personality

We are inquisitive, creative, innovative people who thrive on delivering excellence in the detail.

Role:

Accountabilities:

- Provide data analysis for key projects and work as part of a wider team of project managers/research analysts to achieve agreed project objectives.
- Contribute to the development of new ways of recording and analysing data for the organisation.

Job Profile: RDI

- Analysing data on both ongoing and a one-off based, as per the needs of the organisation
- Responsibility for capturing accurate data concerning the organisation's performance.
- Ensure the charity dashboards are accurate and useful for Trustee Board, Core team and management decision making purposes
- Represent user and organisational interests on projects.
- Liaise with the project board to meet agreed expectations around project timescale, scope, quality and costs.
- To think creatively and innovatively about how to improve user engagement with research and impact evaluation.
- Spend time with 'users' (CAP staff and clients) to inform development projects.
- Take responsibility for personal learning and development in project management, research and innovation best practice to apply to your role.

Measurable Outputs:

- Statistics and management information delivered to agreed timescales
- Level of accuracy in all MI provided below agreed error level
- Successfully deliver projects to agreed timescale, scope, quality and costs.
- Deliver agreed customer satisfaction levels (as measured in project reviews).
- Respond to internal queries within 2 working days.
- Respond to international queries within 24 hours.

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 in a related discipline

Experience:

Essential

- Experience of analysing data and producing reports
- Experience of having to work using your own initiative.
- Experience of using a mix of research methodologies

Desirable

- Experience of project management
- Experience of writing data queries to extract data from IT systems i.e. MySQL and Excel
- Experienced user of Microsoft Word and Excel at an advanced level, including a general understanding of VBA and macros

Skills / Abilities:

- A great level of organisational awareness
- A love for detail and excellence
- Passionate about developing and improving existing systems and processes.
- High level of discretion
- Excellent problem solving, analytical and evaluation skills
- Excellent data analysis skills
- Good communication skills
- Ability to remain calm in pressured situations
- Logical, articulate approach to work, prioritising workload efficiently
- High emotional intelligence and ability to understand the human factors involved in the role
- Ability to understand data, situations and complex discussions quickly

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 their own personal faith and in line with CAP's Statement of Faith.

All adults working in, or on behalf of 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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