Job Description

Data and Impact Analyst

Hours of work: Full time; 37.5 hours per week or Part Time of 30 hours or over by discussion

Contract Type: Permanent

Annual Leave: 25 days plus bank holidays

Salary: Up to £35,000 annually

Employed by: Involve Kent

Responsible to: Deputy Chief Executive Officer

Based: Turkey Mill, Maidstone, Kent ME14 5PP / Home (minimum 2 days per week in HQ)

Purpose of the job

This is a new and pivotal role at Involve which will work to develop, manage and maintain ways in which Involve track, measure and report outcomes, impact and outputs and evaluate our programmes. The Data and Impact Analyst role will be broad and will encompass data audits, training staff in data recording, ensuring contract compliance and assisting Involve to demonstrate the impact of both the entire body of our work and each individual funding stream or campaign. This will include building updating and maintaining real-time dashboard for all project managers and writing impact reports for funders. The role will also ensure that data is stored, processed and shared using the highest levels of data compliance.

The Data and Impact Analyst will also work with the senior leadership team to ensure they have data intelligence on both our services and changing community need in order to support strategy development, delivery priority identification and innovation. This includes data mapping participants and comparing to public/population health data around prevalence of certain cohort or determinants of poverty, looking for gaps in services or service provision for specific cohorts / in specific areas and providing a data overview of our organisationally wide delivery and comparisons of interventions and effectiveness of individual staff. Working from funding specifications the Data and Impact Analyst will set up data collection methods for new work and track and evaluate ongoing work including evaluation planning, report writing and writing Involve Impact reports.

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Key tasks and responsibilities

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Initial Work

- Build an in-depth knowledge of Involves CRM and its data reporting functions.
- Build in-depth knowledge of Involves Impact measures and work with the senior leadership team (SLT) to review.
- Build in-depth knowledge of all Involves grants, contracts and campaigns and the data and evaluation reporting requirements.

- Build data tracking dashboards for each individual project / or funding stream for managers to track outputs, impact and outcomes.

Project tracking and evaluation

- The collection and analysis of Monitoring and Evaluation evidence to evaluate our Services and Campaigns
- Providing evidence to demonstrate Involves impact against our strategic goals
- Improving or developing impact measures and theories of change, reviewing data capture methods and implement improvements where needed.
- Creating internal and external reports evidencing the impact Involve has across its workstreams
- Support the collection and analysis of qualitative and quantitative evaluation data for services and campaigns
- Arrange, conduct and support evaluation activities (such as interviews and focus groups with Involves service customers and staff)
- Arrange, code and thematically analyse qualitative evidence collected
- Research and apply creative and accessible evaluation methods to facilitate best engagement and participation with Involves evaluation work
- Support the development and implementation of co-produced evaluation
- Work alongside peer-researchers when required
- Support the dissemination of evaluation reports, findings and recommendations with key stakeholders and research participants
- Support the development of consistent evaluation practices
- Keep up to date with latest thinking on evaluation and impact measurement
- Management of data audits, including data quality, contractual compliance and implements process and systems to improve data recording across the organsiation.
- Training Staff in data inputting and capture
- Build, maintain and use tools to compare interventions
- Report on data by demographics ensuring that we build knowledge around which cohorts have the best outcomes.
- Build a library of client case studies and mapping themes, reporting on qualitative outcomes.
- Project manage reporting for all Involves projects and ensure reports are available to heads of and SLT in a timely manner.
- Work to deadlines to produce funder reports, involve impact reports and project evaluations.
- Manage the Data Analytics and evaluation officer and support their development.

Innovation and new programmes

- Use evaluation results to identify key areas for further research, and liaise with other wider team members to develop these further
- Work with the innovations team to develop data lead approaches to applying for grants and contracts.
- Work closely with the CEO, Deputy CEO and Fundraiser to identify new opportunities, especially pilot projects to be evaluated and extended, which enable Involve to fulfil our mission and vision
- Undertake research and work closely with communities and stakeholders to identify gaps in services, or needs which could be met, to design new initiatives
- Assess and evaluate impact of Involve as an organisation; collate and analyse data eg personal outcome data, number of activities and attendees, and write reports for management trustees and funders
- Compare interventions and make recommendations to SLT on most effective pathways, (ie clients with COPD are most improved by physical activity interventions)
- Ensuring that clients are shaping Involves work

Other

- Proactively manage your own health, wellbeing and resilience as a positive role model to staff and clients.
- Other tasks and responsibilities delegated by Deputy CEO/ CEO as needed to support the management and leadership of Involve

Person Specification	Essential	Desirable
Highly skilled project manager; able to collect and analyse large amounts of data	X	
Highly skilled in IT including Excel, SPSS, CRM's and data managements software.	X	
Highly skilled in project evaluation including building logic models and developing evaluation frameworks	X	
Able to manage diverse and competing priorities; flexible, well organised, strategic, collaborative.	X	
Skilled staff manager; able to provide effective support, supervision and performance management		X
Able to demonstrate high quality narrative report writing skills	X	
Driven, target focused and highly motivated	X	
Resilient, confident, positive and with a methodical approach to planning of own work and others	X	
Excellent communication skills, able to negotiate, build relationships, advocate for an evidenced based to not for profit work.		X
Alignment to Involves values and a real interest in working for not-for-profit organsiations.		X
Able to work with self-reliance and with confidence to take responsibility (within professional boundaries)	X	
Strong and proven commitment to equality, diversity and inclusion	X	
Demonstrable experience or degree level appropriate qualification	X	
Experience of working with health, social care or public health data		X
Experience of the not-for-profit sector		X