

Job Description

Job Title:	Data Analyst Intern
Location:	Lewes, East Sussex
Hours:	Full time for 6 months but with potential to transfer to permanent position
Department:	Data Analysis
Overview:	<p>Are you someone who likes to interrogate data and discover insights and learnings? Do you enjoy looking for the stories behind the numbers? If so, we have an interesting opportunity for someone at the start of their career in this fast-growing field.</p> <p>National Numeracy is an independent charity established in 2012. Our aim is to enable everyone across the UK to be confident and competent in using numbers and data, to be able to make good decisions in their daily life and at work. We work with key online assessment systems with thousands of users and millions of questions answered.</p> <p>This role will be working with the senior data analyst as well as the project and marketing teams, supporting them with reporting and interrogating our rich data set. We are looking for someone who has an understanding of the issues and understands the importance of what we do. This internship post comes with the appropriate support and guidance to help you gain experience in this field and the aim is to extend this into a permanent role for the right candidate.</p>
Overview of Main Duties:	<p>Main Duties</p> <ul style="list-style-type: none"> • Maintenance of the reporting database, including: <ul style="list-style-type: none"> ○ ownership of the overall data model, ○ routine updates, ○ report generation / dissemination, ○ data import/exports to and from external systems. • Creation / maintenance / dissemination of macro-driven reports in Excel. • Ad-hoc reporting as required. <p>Other Duties</p> <ul style="list-style-type: none"> • Deal effectively and professionally with all aspects of communication, including confidential correspondence. • Establish, manage and maintain appropriate administration processes, databases and documentation control systems, and ensure accurate, up-to-date records are maintained. • Pro-actively build and maintain good working relationships with colleagues, customers and external agencies to reflect the values of the organisation. <p>*This job description does not constitute a guarantee of employment</p>
Salary:	£16,000 per annum pro rata

Person Specification

Essential Skills/Experience:	<p>Technical</p> <ul style="list-style-type: none"> • In-depth knowledge of Microsoft office, in particular MS Excel • Query writing in MySQL (or equivalent) • A good understanding of database design, including view creation • Reporting and data visualisation skills • Experience of data analysis using statistical methods <p>You will be</p> <ul style="list-style-type: none"> • Able to work on multiple projects. • Able to prioritise tasks. • Able to adapt. • A creative thinker who is enthusiastic and self-motivated. • Able to work both independently and as part of a team. <p>You will have</p> <ul style="list-style-type: none"> • Strong listening and communication skills. • A creative approach to problem solving • Effective analytical and problem-solving skills.
Desired Skills/Experience:	<ul style="list-style-type: none"> • Educated to degree level. • An awareness of GDPR laws.
How to apply	<p>In the first instance, interested applicants should submit a CV with covering letter outlining their suitability for the role and why they want to work with us to Abbi Hartfree at enquiries@nationalnumeracy.org.uk by 14th June 2019.</p> <p>*National Numeracy reserve the right to change the closing date if an appropriate candidate is found.</p>
Additional Information:	<p>We offer 25 days holiday a year (pro rata), interest-free travel loans, a supportive approach to career development and £16,000 per annum pro rata (£8,000 initially for this contract).</p> <p>National Numeracy is based in Lewes, East Sussex, but works with a national remit. There may be some UK travel associated with this post.</p> <p>National Numeracy is an equal opportunities employer and confirms its commitment to equality of opportunity in all areas of its work. All individuals will be treated in a fair and equal manner and in accordance with the law regardless of gender, marital status, race, religion, colour, age, disability or sexual orientation.</p>