

Job Title:	Data and Insight Officer
Hours and type of contract:	Full time
Reporting to:	Impact and Evaluation Manager
Location:	Flexible: hybrid, remote or in our Lewes, East Sussex, office
Introduction to National Numeracy:	<p>We are on a mission to empower children and adults in the UK to get on with numbers so they can fulfil their potential at work, home and school. Our work improves how people understand and work with numbers in everyday life, sparking better opportunities and brighter futures.</p> <p>The issue: Numeracy levels in the UK are significantly below the average for developed countries: nearly half the working age population (49%) has the expected numeracy level of a primary school child. And it costs the UK economy a staggering £25 billion a year.</p> <p>Enabling social mobility: Basic number skills and confidence provide a gateway to financial inclusion, wellbeing and employment prospects. Without number confidence and skills, people are locked out of many life opportunities. And it's a problem handed from one generation to the next.</p> <p>Enabling a fairer society: Poor numeracy blights lives and livelihoods. People with low numeracy earn less, and it contributes to pervasive problems from unemployment to poor health and debt.</p> <p>Our diversity: Our stakeholders have different backgrounds and experiences, and we are committed to having a diverse team who can bring their experiences from work and home into this role. Therefore, we actively encourage applicants from black, Asian or minority ethnic groups, LGBTQ+ people and people with disabilities to apply for this role.</p>
Introduction to the role:	<p>We are offering an exciting opportunity for someone to join our Impact and Evaluation team in a role that sits at the heart of the charity, analysing data from across our activities and tracking progress against our organisational key results.</p> <p>Reporting to the Impact and Evaluation manager, this role will take ownership of the overall data model and how it translates into the organisational scorecard. This role also works with the rest of the organisation, responding to queries for data reports as well as contributing insight to inform our learning cycle.</p> <p>We are looking for someone who is flexible, a self-starter and able to use their own initiative. It's not imperative that you come from the charity sector or that you have held an equivalent role previously, as long as you can show us that you have relevant transferable skills and an understanding of what it takes to be successful in this role.</p> <p>National Numeracy is based in Lewes, just outside Brighton, but we are offering significant remote/hybrid and flexible working with this role. If you are not office based, then the expectation is that you will be in Lewes at least occasionally when the work requires it. The role may include occasional travel to London and beyond.</p>
Overview of Main Duties:	<ul style="list-style-type: none"> • Ownership of the overall data model - including maintenance of documentation, changes to tables, creating/editing queries using MySQL, maintaining the schedule of database tasks.

	<ul style="list-style-type: none"> • Creation and maintenance of the organisational scorecard. Implementing the Monitoring and Evaluation framework to create reports in Power BI from a variety of sources including our own database, Google Analytics, YouTube, Sprout Social, survey tools and many others. • General analysis, such as segmentation and statistical analysis work on surveys and other external data. This can include cleaning and manipulating data, generating descriptive statistics and regression analysis. • Maintenance of our nudge system: Regular changes to SQL code and maintenance of the scheduled tasks that help it to run. Importing/exporting the data and producing stats reports for members of the wider team. • Ad-hoc reporting as required: Responding to internal queries for data reports for a range of projects and activities. • Insight generation: Contributing to regular insight reports based on our data to inform our understanding of our impact, and communicating those insights to the broader team.
Essential Skills/Experience	<ul style="list-style-type: none"> • Strong SQL skills • A good understanding of database structure and design • Strong communication skills and be able to build effective relationships across the organisation and with external stakeholders. • Excellent experience in Word, Excel and PowerPoint and willing to get to grips with a range of software tools and packages. • The ability to prioritise and manage a varied workload. • Attention to detail. • Highly organised and flexible in your approach. • Able to work both independently and as part of a team. • Self-motivated.
Desired skills/experience	<ul style="list-style-type: none"> • Report building in Power BI • MailChimp audience curation • Statistical analysis skills, such as Chi-Squared testing, regression analysis and T-testing. • Good Excel skills, such as the use of VLOOKUP and INDIRECT.
The Details:	<p>We are offering:</p> <ul style="list-style-type: none"> • Competitive salary of £26,000 per annum • 37.5 hours a week • 33 days' holiday a year (including bank holidays) • A full induction and a supportive approach to career development • Company pension scheme • Flexible approach to office/hybrid/remote working • Multiple staff social opportunities • Equality, Diversity and Inclusion strategic plan <p>National Numeracy offers a supportive, friendly culture with a focus on wellbeing and collaboration. We take life-long learning seriously and support our staff to develop their skills and knowledge.</p> <p>We offer a flexible approach to office/hybrid/remote working and welcome applications from candidates interested in office, hybrid or predominantly remote working options.</p> <p>National Numeracy is an equal opportunities employer and all applicants are treated equally and fairly throughout the recruitment and selection process.</p>

How to apply

In the first instance, please submit a CV to <https://jobs.prospect-us.co.uk/jobs/details/hq00180051> by 9am on 24th January 2022.

Please include in your covering letter an outline of your suitability for the role with reference to the essential skills and experience.

* This job description doesn't constitute a promise or guarantee of employment . National Numeracy reserve the right to make changes to this job description.

** National Numeracy reserves the right to change the deadline for applications or to close the application window if a suitable candidate is found.

*** National Numeracy cannot offer visa sponsorship for this opportunity. Please do not apply unless you can demonstrate eligibility to work in the UK.