

# Data and Impact Officer

Young Barnet Foundation has an exciting opportunity for a **Data and Impact Officer** to join our growing team.

We offer:

- Flexible hours and hybrid working
- Personalised training and development plans
- New modern office space
- Opportunity to be part of the wider Young People's Foundation movement and make a real difference to the local community

Summary:

Hours:	21 hours per week (plus statutory breaks)
Term:	<b>24-month fixed term contract, with potential extension Subject to Funding</b>
Base:	Young Barnet Foundation Office East Barnet & Home working
Remuneration:	£27,000 to £32,000 (depending on experience)
Accountable to:	COO or Project Implementation Manager
Line management:	Potential volunteers
Application Closing Date:	Friday 8 <sup>th</sup> October 2021

## About Young Barnet Foundation

Young Barnet Foundation is a membership organisation which supports over 170 charities, community groups and social enterprises who deliver positive activities and vital support services to children and young people in the London Borough of Barnet. We are proud members of Barnet Together and one of nine Young People's Foundations operating across London and Manchester.

Our team works collaboratively, tactically, and strategically under an ethos of 'Generous Leadership' to support and build capacity within and beyond our membership, including:

- Providing members with advice, information, and networking/training opportunities; assistance with fundraising and partnership building.
- Working with local authority and strategic partners to encourage sharing of intelligence, ideas, and resources.

## About the role

An exciting opportunity for a self-starter and team player to join our small workforce and make a big impact in a newly created post. We are looking for someone with suitable experience to become Young Barnet Foundation's Data and Impact officer who will work with team members to transform the way Young Barnet Foundation uses data to evidence the work we do and drive decision making.

Using the experience of the chosen candidate Young Barnet Foundation is looking to evaluate the use of the data we currently collect to improve our work in key focus areas, which include:

- Communicating our impact to a range of stakeholders.
- Strategic Decision making
- Evidence to aid our Trust and Foundation bids.
- Evidence to support member bids - example Youth Voice

The role is offered at 3 days per week and Young Barnet Foundation offer the flexibility within the role to suit the right candidate's other responsibilities. A hybrid approach with some homeworking may be possible to the right candidate.

## **Responsibilities**

### **Influencing Internal Policy and Practice:**

- Support the Senior Management Team with strategic decisions using evidence-based analysis. Providing recommendations for redevelopment and redesign.
- Producing statistical analysis for Trustee reporting
- Developing, as necessary, the use of existing CRM system (Salesforce) to aid the organisational development

### **Communicating our impact:**

- Regular reports on the work Young Barnet Foundation and our work including Covid response, to support comms messaging and evidence the work we do.
- Evaluating Space2Grow Monitoring and Evaluation.
- Displaying information in ways that suit various Stakeholders.
- Lead on the development and delivery of a Annual Impact Report
- Supporting end of project reporting.

### **Evidence for Trust and Foundation :**

- Support Partnership and Fundraising Manager in providing supporting evidence for Trusts and Foundation bids

### **Demonstrating Youth Voice :**

- Using your experience and expertise to support our work to date to amplify local Youth Voice to support strategic developments, identifying opportunities for our members and seeking funding.

## **Candidate Profile:**

### **Essential**

- You have experience of leading effective research and evaluation strategies that bring about organisational and societal change
- Experience with Salesforce/CRM systems
- Able to interpret, analyse and document results from charity programmes in writing through a variety of publications, including donor reports and guidelines/toolkits in a clear and succinct manner
- Excellent oral and written communication skills to deliver presentations and reports to a range of audiences in a clear, inspiring and confident way
- Understanding of good data practices including GDPR
- Ability to engage and communicate effectively to a range of audiences, using different mediums, with written good skills
- Planning and organisational skills, including ability to plan, prioritise and deliver a complex workload
- Strong ICT skills, with experience of using Microsoft Office.
- Flexible, adaptable and proactively responsive to organisational priorities.
- Friendly, and enjoy being part of a small but perfectly formed team

### **Desirable**

- Educated to degree level (or equivalent) &/or be able to demonstrate suitable experience in the sector/data analysis.
- Ability to establish a culture of learning in a charity and lead change across an organisation towards a more impact-focused approach and effective management of sensitive data
- Ideally, you'll have experience of leading and managing others, creating a culture of innovation and learning
- Knowledge and understanding of Equal Opportunities Policy and sensitivity to equality/diversity issues

### **Qualities**

- Naturally driven/self-motivated/ Self-starter. Able to manage their own time and prioritise a heavy workload.
- The ability to work closely with others in a non-hierarchical setting.
- Passionate about the voluntary sector and its role in creating positive social change.
- Commitment to the ethos and values of Young Barnet Foundation.
- Commitment to equality and diversity and an understanding how to promote them in your/our work.

**Other Terms and Conditions**

<b>Probation Period:</b>	Three months
<b>Expenses:</b>	Staff may claim travel expenses, at the agreed rate, for journeys necessary in the course of their work. Claims for additional expenses will be reimbursed in accordance with our expense policy or funded contracts.
<b>Annual Leave:</b>	25 days per annum, pro rata, excluding bank holidays. Holidays will increase in accordance with our Annual Leave Policy.
<b>Pension Payments:</b>	On activation and after satisfactory completion of the probationary period, Young Barnet Foundation will contribute, in line with government requirements, into the individual's chosen pension scheme.

**Application Process:**

Please apply with a **covering letter and an up-to-date CV** (citing your relevant abilities, skills, knowledge and experience). Please use the covering letter to explain in detail how you meet the requirements of the Candidate Profile. If you are or have been involved in voluntary/unpaid activities, please also include this information. Attach an additional sheet if necessary.

**By E-mail:**

[recruitment@youngbarnetfoundation.org.uk](mailto:recruitment@youngbarnetfoundation.org.uk)

**Enquiries:**

Telephone: 0203 621 6090

CVs will be assessed as and when suitable candidates apply - interview dates TBC

**Please note that this post is subject to appointee undergoing an Enhanced DBS, in line with Young Barnet Foundations commitment to safeguarding. Proof of right to work in the UK is required. Young Barnet Foundation is an equal opportunities employer.**

Young Barnet Foundation offers a flexible approach to working hours, working closely with each staff member to suit their personal and professional needs.

\*\*\*If you are viewing this role via an online job board/agency please be aware that you MUST submit your application via the instructions above to [recruitment@youngbarnetfoundation.org.uk](mailto:recruitment@youngbarnetfoundation.org.uk) \*\*\*