



Data and Insights Officer

August 2024



Thank you for your interest in working for Right to Succeed. We are excited to be recruiting for a Data & Insights Officer to build on the great work the charity is already doing, and to help us achieve our vision and mission.

Right to Succeed supports communities in areas of high deprivation to work collectively to give children and young people the best start in life. We do this because we believe every child deserves the right to succeed, no matter where they live.



Working for Right to Succeed

We're looking for people to join our team who are committed to supporting communities to improve outcomes for their children and young people. We offer the following benefits to all employees:

Recognition for the work you do

We offer a competitive salary and benefits package that is benchmarked against similar roles in the industry. This includes access to healthcare and enrolment into a pension scheme with employer contribution.

A work-life balance that works for you

We offer flexible working arrangements and offer a hybrid working arrangement to all employees to ensure we can attract the best people to the job, whatever their situation and wherever they live.

Commitment to professional development

We invest in our people by offering learning and development opportunities and career progression through the organisation.

Opportunities to impact the lives of children and young people

We believe that all roles at Right to Succeed contribute to improving the lives of children and young people, whether you work in direct programme delivery or part of a central team.

Join us and harness the power of the collective to improve the future for children and young people.



Graeme Duncan, Chief Executive

Job Details

Title:	Data & Insights Officer
Reports to:	Senior Data & Insights Manager (Interim reporting to Director (Data, Design, Partnerships & Delivery))
Contract type:	Fixed term 12 month contract
Hours:	Full Time 37.5 hours- 5 days per week (Monday- Friday)
Salary:	Grade 4 £28539 - £30865 FTE (5% employer pension contribution, Medicash and group life assurance, 27 days annual leave per annum for FTE, plus bank holidays)
Location:	Hybrid - Manchester (3 days a week in the Manchester Office and regular travel to our local Programmes)
Key relationships:	Programme Director (Data, Design, Partnerships & Delivery), other members of the Data Team, Programme Design Team, local Programme delivery teams

Role Summary

We are seeking a proactive team player with excellent analytical & presentation skills to join our Data Team on an initial 12-month fixed term contract. Reporting to the Senior Data & Insights Manager and working closely with the Programme Director (Data, Design, Partnerships & Delivery), the Data & Insights Officer will take a leading role in using data to drive impact for children and young people engaging with our local programmes.

Key Objectives of this role include:

- Planning and implementation of quantitative and qualitative data collection from schools, delivery partners and RTS's programmes team
- Processing and analysing large data sets and presenting findings in clear, accessible formats
- Supporting with the communication of insights and findings to the wider organisation to embed a culture of data driven decision making
- Supporting the wider team to clearly report on our delivery and outcomes to a range of internal and external audiences

Key Responsibilities

- Working closely with the other members of the Data Team to implement RTS's data collection processes, ensuring high quality, complete and timely data collection is achieved. This will involve working closely with RTS Programme Managers, schools and community delivery partners to ensure data is accurately collected from a wide network
- Supporting other members of the Data Team with development and management of RTS's data systems, including our HubSpot platform and PowerBI dashboards
- Carrying out routine data cleaning and processing, to ensure that all data stored is accurate and reliable

- Working closely with the other members of the Data Team to analyse quantitative and qualitative data from a range of sources, including open data
- Working closely with the other members of the Data and Programme Design Teams to generate learning and insight to evaluate our programmes, improve service delivery and drive impact for children and young people
- Supporting our delivery partners, including schools, to access and interpret their data more effectively
- Building strong relationships with our programme delivery teams and partners (schools, Local Authorities, community groups etc.) to ensure that data and insights are meaningful and useful to their work
- Supporting the other members of the Data Team with the design and delivery of training that builds the data capabilities of RTS staff and delivery partners, such as schools

Please note the critical responsibilities of this role are described above. They may be subject to reasonable changes from time to time in line with business needs.

Travel

Alongside hybrid working at our Manchester based office, this role will require regular regional travel to our communities in the North West area and occasional travel to other areas of the UK in which we work.

Person Specification

Experience required (essential)

- Experience of processing and analysing quantitative data to generate insights
- Experience of presenting data in clear, accessible formats for a range of audiences
- Experience of analysing data related to public or third sector services or social sciences
- Experience of using data visualising software, such as PowerBI

Experience required (desirable)

- An understanding of, and interest in, child development and wellbeing
- Experience of analysing data related to children and young people
- Experience of processing or analysing education data

Skills & Personal Qualities (essential)

- Ability to explain data insights in a clear, visual way to non-experts
- High level of proficiency in excel, including writing formulas & using pivot tables
- Strong organisational skills with the ability to prioritise tasks without close supervision
- Ability to process big data sets and quality check to prevent errors
- Proactive in approach, thinks ahead and takes initiative
- Adaptive to changing deadlines and challenges as they arise
- Ability to think creatively and problem solve using data; strong critical reasoning skills
- Ability to work well with other teams in a small organisation
- Confidence to communicate well with a wide range of internal and external stakeholders
- Commitment to RtS values and our mission for children and young people

Key Behaviours for the role:

Our Values	Key Competency 1	Key Competency 2
Commitment	<i>Can be relied upon to work within agreed timelines and to a high standard</i>	<i>Work as part of a team committed to delivering a mission</i>
Integrity	<i>Uphold principles and values</i>	<i>Following through on responsibilities</i>
Humility	<i>Approach our work with professional curiosity</i>	<i>Demonstrate learning and the application of your learning</i>
Curiosity	<i>Willingness to positively question operating norms</i>	<i>Passion for identifying and trialling innovative solutions</i>
Collaboration	<i>Building effective relationships</i>	<i>Influence and negotiate the conditions to create impact</i>

Equal Opportunities

Right to Succeed is an Equal Opportunities Employer and is committed to ensuring no candidate or employee receives less favourable treatment on the grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, religion or belief, sex or sexual orientation.

Diversity and Inclusion is critical to our success and we actively seek to recruit, develop and retain talented people from a diverse candidate pool.

We particularly encourage applications from those candidates with lived experience of the issues our programmes seek to address as we recognise the value this adds to the delivery of our services.

As a Disability Confident employer we would encourage any applicants who need assistance or alternative versions of our recruitment pack to get in touch so that we can help.

We're proud to be an organisation that is aligned to the 'happy to talk flexible working' campaign and will positively consider all applicants who wish to discuss flexible working arrangements.



Background checks

Due to the nature of the role and the work Right to Succeed carries out we will ask the successful candidate to complete an Enhanced DBS check and any offer of employment will be subject to this background check, along with references from previous employers and checks on their right to work in the UK.

As an equal opportunity employer Right to Succeed does not discriminate against those with criminal records and any information disclosed on the background check will only be considered against the risk that could be posed to our staff members or the recipients of our work, and we comply in principle with the DBS Code of Practice.

How to Apply

To apply for this position, please submit a CV and a supporting statement including your motivation for applying and how you meet the criteria for the role to recruit@righttosucceed.org.uk by **5pm Thursday 12th September**

Please note we will be interviewing candidates as applications are received and may close the vacancy earlier if a suitable candidate is identified. Candidates are advised to apply as early as possible.

Unfortunately, we can't consider any candidates who do not submit a supporting statement.

Your supporting statement must not exceed two pages and should cover your motivation for applying for the role and how your skills and experience meet the criteria outlined in the Person Specification. This is also your opportunity to evidence the written communication skills that will be necessary for the role.

If you need any advice or guidance on what to include in the supporting statement, please contact recruit@righttosucceed.org.uk.

Timetable

Applications invited by 5pm on Thursday 12th September 2024

1st Stage Interviews to be held on Friday 20th September 2024

2nd Stage Interviews to be held on Tuesday 24th September 2024

These dates may be subject to change.

Queries

For queries about the role or, for additional information, please contact:

recruit@righttosucceed.org.uk

About Right to Succeed

How we work

We bring together residents, professionals and decision-makers to co-design a development programme that is bespoke to the needs of the local community. We call this way of working "place-based change".

Why we exist

The wealth of your parents still determines how well you do in education and in your career – we don't think that's right. Too many children in the UK are not getting the right start in life, leaving them unable to realise their full potential. We believe that no single organisation can solve this problem on their own, but together we can.

Our Vision

Strong communities where every child is supported to succeed.

Our Mission

We work collectively to strengthen communities and systems that enable children and young people to succeed.

Our Values

Our culture and values underpin the way we work, how we see our relationships and the decisions we make. Our organisational values are:

Collaboration	We drive collaboration in everything we do, supporting our colleagues and partners to work better together by pooling resources, learning and expertise.
Commitment	We are committed to achieving only the best in the long-term for the children, young people and communities that we serve, and we place sustainability at the heart of our work.
Curiosity	We ask questions, listen without bias, and strive to keep an open mind.
Integrity	All our work is guided by our values and mission; we are willing to have difficult conversations to ensure this, and use clear processes and decision-making mechanisms to hold ourselves accountable.
Humility	We understand that the people in the communities we work with are the experts on their own lives, and we are constantly learning from them.