



# Data Manager

March 2025



Thank you for your interest in Right to Succeed. We are excited to be recruiting a Data Manager in Manchester to build on the great work the charity is doing and to help us achieve even more.

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.

### Our Journey

We launched in 2015 with a mission to bring a coordinated effort to remove the barriers facing young people. We are now working collectively with schools, colleges and local authorities in Blackpool and Rochdale, to help build an inclusive education system where every child is supported to succeed. We are currently further developing our work to support literacy in both Rochdale and Tameside. In September 2021 we launched our first whole-system improvement programme with the community in North Birkenhead followed by Halton, Knowsley, Sefton and St Helens place-based programmes in the Liverpool City Region.

We are growing quickly, and expect that to continue for the next few years as place-based change becomes a national focus. Now is an inspiring time to join Right to Succeed and help us transform outcomes for children. We are keen to encourage applications from those with lived experience of overcoming one or more of the issues our programmes seek to address, as we understand the extra value that this brings to understanding our programmes.

We look forward to meeting you.

Yours sincerely,



Graeme Duncan, Chief Executive



## Job Details

<b>Title:</b>	Data Manager
<b>Reports to:</b>	Senior Data & Insights Manager
<b>Key Relationships:</b>	Programme Support (Data, Design & Partnership) colleagues, local Programme delivery teams, Fundraising team
<b>Contract Type:</b>	Fixed term 12 month contract
<b>Location:</b>	Hybrid - Manchester (3 days a week in the Manchester Office with some travel to our local Programmes)
<b>Hours:</b>	5 days per week (37.5 Hours) Worked between Monday- Friday
<b>Salary:</b>	Grade 3 £34,338 - £37,137 (5% employer pension contribution, Medicash and group life assurance, 27 days annual leave per annum for FTE plus bank holidays)

## Role Summary

We are seeking a proactive self starter with excellent analytical, communication & project management skills to join on an initial 12-month fixed term contract. Reporting to the Senior Data & Insights Manager, the Data Manager will take a leading role in enhancing our approach to utilising data to drive impact for children and young people engaging with our local programmes.

### Key Objectives of this role include:

- Develop & oversee projects to enhance our approach to data collection, analysis and reporting impact to support our existing community-led programmes to improve outcomes for children & young people
- Research, develop and embed an agreed approach to measuring impact for new programmes and thematic areas to further enhance our collective knowledge and approach to monitoring, evaluation and learning
- Lead on projects to further automate data tasks to increase capacity for the wider Data team
- Oversee the continued implementation plan for our IT software system to provide a central hub of data & information
- Support the development of a consistent and flexible framework for evaluating the impact of our programmes at a local, regional and national level

## Key Responsibilities

- Work closely with the Data & Programmes teams to identify opportunities to improve our existing reporting processes and tools, ensuring that these drive our evidence-led approach to community-led place based change

- Support the Director (Data, Design, Partnerships & Delivery) & Senior Data & Insights Manager to identify opportunities to further enhance our knowledge of thematic areas of focus for communities in areas of high deprivation and new geographical areas of focus
- Collaborate with the Programme Design team to compile existing research on new thematic areas, using this to propose effective approaches to sourcing data to measure impact
- Facilitate sessions with internal colleagues to develop opportunities to further enhance measures of impact for new thematic and geographical areas of focus
- Proactively understand the current processes and tools used by the Data team and work with the team and external partners to develop and automate our approach to measuring impact
- Consult with internal staff and external stakeholders to develop self-service dashboards to enhance access to data and optimise user experience
- Oversee the continued implementation of our IT software system by supporting the development of a timeline of activities to meet charity priorities; actioning developments and integrations (including the oversight of subcontractors acting on our behalf) and completing quality assurance checks
- Manage the onboarding of new and existing staff to our IT software system and provide ongoing support
- Provide training & support on enhancements and developments to members of the Data, Design & Partnerships team and wider internal staff, where required
- Support training to internal staff and external stakeholders (such as schools, services, delivery partners and Local Authorities) to build their capability and provide a clear understanding of monitoring and reporting processes
- Ensure our resources, tools and systems align with our Data Protection & GDPR policies

Please note the key 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 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)

- Processing, analysing and presenting data related to public or third sector services
- Managing projects
- Building dashboards and resources using data visualisation, such as PowerBI
- Researching and accessing data from open / public sources
- Involvement in projects to implement and embed software systems

#### Experience required (desirable)

- Coordinating a number of data related projects running concurrently
- Experience of analysing data related to children and young people
- Leading on the implementation of CRM systems

### Skills & Personal Qualities (essential)

- Ability to explain data systems, tools and processes in a clear way to non-experts
- High level of proficiency in excel, including writing formulas & using pivot tables
- High proficiency in data visualisation tools, such as Power BI
- Good understanding of data protection / GDPR legislation
- Strong organisational skills with the ability to prioritise tasks without close supervision
- Attention to detail and ability to develop and implement quality assurance processes
- 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
- Line management, mentoring or coaching experience

Our Values	Key Competency 1	Key Competency 2
<b>Commitment</b>	<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>
<b>Integrity</b>	<i>Uphold principles and values</i>	<i>Following through on responsibilities</i>
<b>Humility</b>	<i>Approach our work with professional curiosity</i>	<i>Demonstrate learning and the application of your learning</i>
<b>Curiosity</b>	<i>Willingness to positively question operating norms</i>	<i>Passion for identifying and trialling innovative solutions</i>
<b>Collaboration</b>	<i>Building effective relationships</i>	<i>Influence and negotiate the conditions to create an 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](mailto:recruit@righttosucceed.org.uk) by **Midnight on Monday 7th April 2025**.

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](mailto:recruit@righttosucceed.org.uk).

## Timetable

Applications invited by **Midnight on Monday 7th April 2025**

**First Stage Interviews: Interviews ongoing and as applications are received**

This will be a **two-stage interview process with a task to be prepared for stage 2**.

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.

These dates may be subject to change.

## Queries

For queries about the role or, for additional information, please contact: [recruit@righttosucceed.org.uk](mailto:recruit@righttosucceed.org.uk)