

Job Description

Job Title: Data Analyst

Responsible to: Senior Data Analysis & Insight Manager

Job Purpose:

To produce meaningful information, analysis reports and training that contribute to the effectiveness of Acorns activities. To provide insight and analysis at the request of the Senior Data Analysis & Insight Manager and to provide proactive insight to support the charity's strategies.

Main Duties:

- > Supporting the maintenance, the data integrity of the business' data landscape to a high level. This will include arranging and undertaking regular data audits and data cleansing ensuring data complies with all legal requirements.
- > Utilise advanced tools (e.g.: SQL) to extract data from data sources.
- > Performing data queries and analysis on a variety of in-house, cloud and partner data systems utilising appropriate methods.
- > Development of reports and reporting systems from the care data system.
- > Supporting data redaction, cleansing and integration projects.
- > To provide administrative and system support to the Care Data team and other departments of the hospices when required.
- > Working across departments to develop and maintain data quality and maintain up-to-date records according to Acorns' policies and procedures, using the appropriate technology.
- > Support development of integration of other digital information interfaces such as website, e-marketing, online shop, event registration etc
- > Play an active part in database development and promotion of best practice in database use and analysis across the organisation.
- > Undertaking analysis of fundraising data to gain key insights into donor behaviour, attrition, campaigns and behaviour.
- > Supporting planning process with production of accurate analysis.
- > Producing regular reporting for key performance indicators and improving systems for reporting.
- > Track outcomes of marketing activities with specific target groups and provide deeper analysis if required.
- > Assist in supporting the care data system and users.
- > Timely provision of data – Liaise with external stakeholders to ensure data is delivered to schedule and to correct specification.
- > Communicating insight and analysis. Proactively communicating analysis and insight through written reports and informal presentations to the team and wider stakeholders where appropriate.

Other Duties:

- > To act as an ambassador for Acorns raising awareness of its charitable aims and objectives and enhancing its reputation through exemplary behaviour, conduct and team working.
- > To contribute to Acorns fundraising aims by raising awareness with your stakeholder groups about how vital fundraising is to the charity's mission and sharing opportunities for fundraising support
- > To put the needs and interests of Acorns children and young people and their families first in all aspects of their work.
- > To ensure compliance with Acorns policies for diversity, employment, equal opportunities, health and safety, information governance and safeguarding.
- > To actively participate in a performance and development review process and any training and development identified to further enhance your role with Acorns.
- > To be innovative, commit to continuous learning, researching new ideas, monitoring new technology advancements, sharing good practice across the team and colleagues.
- > Carrying out any reasonable duty as requested by your line manager.

Acorns adheres to the United Nations Convention on the Rights of the Child. As an employee you will be a Duty Bearer for Children's Rights and support all children to be Rights Holders.

Person Specification – Data Analyst

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> > Good standard of education > Graduate qualification in IT related subject > Data systems report writing 	
EXPERIENCE	<ul style="list-style-type: none"> > SQL > Experience of creating and developing reports in Jaspersoft Script > Experience of writing database queries > Experience of carrying out import and export of data > Excellent Excel skills 	<ul style="list-style-type: none"> > Azeuscare experience > Donorfy database experience > Experience of the voluntary sector > Experience of the care sector > Other work experience within the charity or commercial sector
SKILLS & ABILITIES	<ul style="list-style-type: none"> > Excellent administrative and organisational skills > Excellent written and verbal communications skills > Proficient in Microsoft Outlook 365 > Power BI 	<ul style="list-style-type: none"> > DAX
ABILITIES	<ul style="list-style-type: none"> > Highly numerate > Ability to prioritise own workload and work to deadlines > Ability to understand, exhibit and implement excellent customer care. Collaborative team player who is willing to share knowledge and learning openly to create understanding and support. 	
OTHER	<ul style="list-style-type: none"> > Willingness to train and learn new skills. > Ability to travel independently throughout the organisation 	
BEHAVIOURS	<ul style="list-style-type: none"> > Will challenge the status quo > Positive, enthusiastic approach & can-do attitude > Curious, always seeking to understand and improve experience of customers > Open to change and continuous improvement > Innovative mindset and passionate about learning > Commitment to the Acorns strategy & its success 	

Terms And Conditions of Employment

Position:	Data Analyst
Reporting To:	Senior Data Analysis & Insight Manager
Location:	Drakes Court Alcester Road Wythall Birmingham B47 6JR With some remote working
Salary:	£28,000 – £35,000 per annum
Notice:	4 weeks
Hours:	37.5 hours per week
Holidays:	31 days (229.5 hours) including public holidays, rising to 35 days (259 hours) after 3 years service
Pension:	Contribution to Group Personal Pension Plan or NHS Pension Scheme.
Life Assurance:	NHS Pension Scheme Life Assurance cover or Acorns Group Life Assurance Scheme

All terms and conditions will be detailed in writing together with Employee/Health & Safety handbook, which must be read and observed.