

Data and Impact Officer



Data and Impact Officer

My name is Rachel Carr and I am one of the founders of **Into**University and its current CEO.

We're an award-winning charity that runs local learning centres which provide an education programme addressing underachievement and social exclusion. We target children and young people most at risk of failing to meet their potential to go to university due to economic, social, cultural, or linguistic disadvantage. **Into**University provides practical learning support and motivational and confidence-building activities for children and young people aged 7-18.

As the UK's leading university access organisation, our staff are transforming the fortunes of thousands of young people each year. From September 2019 we will have thirty-one centres and extension projects across the country, with ambitious plans to scale-up our provision further over the coming years.

At this exciting time in our evolution, we are looking for a high-calibre candidate to join us as a Data and Impact Officer to work closely with our Head of Data and Impact. The role will include managing our database, developing new ways of measuring the impact of our programmes, and producing reports for different audiences including staff members delivering the **Into**University programme in our centres.

You will have a passion for data evaluation, be a quick learner, and have the ability to produce well-presented documentation. The role is busy and fast-paced. You'll be meticulous, organised and work to high standards, with a sharp eye for detail. You'll also be keen to develop your skills and be pro-active in helping us to improve and innovate.

This role could suit a new graduate with voluntary or paid experience in data and evaluation. Alternatively, this post could be a great next step for someone who is already working in a data and evaluation role.

If you believe that all young people deserve the chance to achieve their potential regardless of their background and want to play a part in helping them succeed then we would be delighted to hear from you.

Thank you very much for your interest and I look forward to receiving your application.



Rachel Carr

Dr Rachel Carr,
Chief Executive Officer and Co-Founder

Data and Impact Officer

At a glance

Place of work

IntoUniversity Head Office, North Kensington, London, W11 4EQ.

£23,000 per annum

(including a London contribution of £1,000, rising to £1,200 in September)

9:00am – 5:30pm: Some additional weekend and unsocial hours may be required.

Staff benefits

- Generous pension scheme
- Perkbox membership – access to rewards and over 200 discounts at leading stores
- Staff in FOCUS – a month of benefits, competitions and prizes held each year
- Interest-free new starter loans of up to £1,000
- Summer holiday flexi-time

25 days holiday

- + bank holidays
- + additional 2 closure days at Christmas
- + additional length of service entitlement

Line management

You will be line managed by the Head of Data and Impact

17 June (9am)

Deadline for applications

4 July

Selection day

5 August

Start date (or as agreed)

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To apply

Please note that we are ideally looking for a candidate who is willing to commit to the role for a minimum of two years.

Please apply online by **9am on 17 June**. You can find the link to our online application system at: <https://intouniversity.org/content/current-opportunities>

When you apply you will be asked to upload a covering letter and CV, and to answer some short questions.

1. **Covering letter:** Please tell us why the position appeals to you, and how your skills and experience demonstrate your suitability for the role. (Not more than 600 words).
2. **Current CV and the details of two referees** (to be contacted upon successful appointment to the role). This should include full education and employment history (including dates, with no gaps left unexplained).

*We particularly welcome applications from male and/or black and minority ethnic candidates as they are currently under-represented within **Into**University.*

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What will my main duties be?

- Support the Head of Data and Impact to manage the charity's Salesforce database, including the maintenance of database records, making structural changes, producing and analysing database reports, and reviewing the effectiveness of the database as a monitoring tool.
- Support with **Into**University's Impact Project, including the launch of the 2019 Impact Report and accompanying impact microsite.
- Support members of the delivery team with Salesforce queries and requests for data.
- Work with the impact team to develop new methods of evaluating the programme.
- Develop expertise in the Salesforce platform (training will be provided) and knowledge and understanding of the custom features developed by the charity.
- Develop expertise in the charity's impact data and its use internally and externally to develop its strategic goals.
- Prepare regular reports for a variety of internal and external audiences including: staff delivering the programme; Cluster Managers; the charity's Senior Leadership, Senior Management teams and Trustees; Donors; University partners.
- Assist with developing data/impact-related training resources and delivering data/impact-related training to new members of staff.
- Keep abreast of the best practice in charity impact reporting and data collection.
- Keep abreast of the latest legislation concerning the storage and protection of personal data.
- Keep abreast of changes in policy in relation to the higher education and charity sectors including: widening participation and fair access; the impact of fees; changes to the governance of universities; changes in funding policies – to include attending relevant conferences and events and summarising developments for the wider head office team.
- Maintain the ethos and values of the charity.
- Undertake any task that may be requested from time to time that may be consistent with the nature and scope of this post.



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Who are we looking for?

Essential criteria

- Educated to degree level with at least a 2:1.
- Excellent written and spoken English.
- A passion for data evaluation and a desire to progress as a data and impact professional.
- Excited by the potential for statistics and data to help **Into**University achieve its mission.
- Highly resourceful and able to learn very quickly.
- Eager to develop skills in Excel, data analysis and Salesforce.
- Excellent organisation skills.
- Able to complete high quality work to strict deadlines.
- Able to produce well-presented documentation.
- Highly effective and efficient research skills, able to quickly identify patterns and issues which are of significance.
- Strong interpersonal skills and the ability to work well as a member of a team.
- Able to analyse and summarise information clearly and accurately, with the ability to present information in a range of formats including written reports, spreadsheets, diagrams and graphs
- A genuine commitment to our cause and the charity's ethos and values.



Desirable

- Have experience conducting statistical analysis of data.
- Experience of using Salesforce.
- Experience of effective database management.