

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 in the heart of communities where the young people we support live. Our centres provide an innovative education programme which includes practical learning support and motivational and confidence-building activities for children and young people aged 7-18. Our aim is to inspire students from the least advantaged neighbourhoods to broaden their horizons and achieve their full potential. We currently have 35 centres and extension projects across England and Scotland, with ambitious plans to scale-up our provision further over the coming years.

We're looking for a **Data and Impact Officer** to join us to work closely with our Head of Data and Impact and Data and Impact Manager. The role will include managing our database, helping develop how we measure the impact of our programmes, and producing reports for different audiences including staff members delivering the **Into**University programme in our centres. As part of a small team, you'll be involved in impact projects and providing key data support from the start.

Full training in Excel, Salesforce and data analysis will be provided by the charity's experts. Prior experience in these areas is not essential, as long as you are a quick learner who is keen to develop your skills. The role is busy and fast-paced. You'll be meticulous, organised and work to high standards, with a sharp eye for detail. You will enjoy problem solving, have the ability to produce well-presented documentation and be pro-active in helping us to improve and innovate.

As a charity with social mobility as its core objective, **Into**University is wholly committed to equality of opportunity. We work with children and young people from a diverse range of backgrounds, and we believe that our staff team should be similarly diverse and representative. The more inclusive we are, the better our work will be, and we recognise that we have much more to do in this regard. We are committed to building a culture where students, staff and volunteers are valued for the unique people they are. We therefore encourage applications from candidates from as wide a range as possible of ethnic, cultural and social backgrounds. In particular, we actively and warmly welcome applications from Black, Asian and minority ethnic candidates and candidates with a disability as they are currently under-represented within **Into**University.

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



Dr Rachel Carr,
Chief Executive Officer and Co-Founder

Data and Impact Officer

At a glance

Start date

As soon as possible, to be agreed with candidate

Salary

£24,100 (including London contribution of £1,600)

Contract

Full-time, permanent

9:00am – 5.30pm

Some additional weekend
& unsocial hours will be required.

Management

The postholder will be managed by the Data and Impact Manager.

Annual leave

33 days (including bank and public holidays)
+ additional 2 closure days at Christmas
+ additional length of service entitlement
(one day per year of service, up to 5 days)

Staff benefits

- Employee Assistance Programme
- Staff in FOCUS – rewards, competitions and prizes across the year
- Interest-free new starter loans of up to £1,000
- Summer working hours
- Cycle to Work Scheme and Travelcard Loan Scheme

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What is the application process?

Application deadline
Monday 31st January 2022 at 9am

Selection day (online)
Monday 7th February 2022

Please visit our website at <https://intouniversity.org/content/current-opportunities> to apply via our online portal. You will be asked to:

1. Upload your 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. Upload your current CV, which should include full education and employment history (including dates, with no gaps left unexplained).
3. Answer some short questions reflecting upon how you have demonstrated the IntoUniversity values of Talent, Quality, Compassion, Aspiration and Teamwork, and what excites you about a career in impact measurement.
4. Provide details of two referees (to be contacted upon successful appointment to the role). One of your referees should be your current or most recent employer.

If you are shortlisted, we will invite you to attend our online selection day on **Monday 7th February 2022**. All those invited will participate in a series of group activities, individual activities and panel interviews. When we write to you, we will provide further details about the format of the day and we will also set a short written task for you to complete in advance of the selection day.

Please note that in line with our Safer Recruitment practices, successful candidates will be subject to an enhanced DBS check if selected for this role. The charity's policy on the recruitment of ex-offenders can be found [here](#), and you can find full details of DBS's code of practice [here](#).

If you have any questions or would like more information, please contact jobs@intouniversity.org.

Accessibility and adjustments

We are committed to providing reasonable adjustments throughout our recruitment process and we'll always endeavour to be as accommodating as possible.



If you would like to discuss any specific requirements, please get in touch with us at jobs@intouniversity.org or call 020 7243 0242 and ask to speak to a member of the HR Team.

For further information on accessibility and adjustments during our recruitment process, and our commitments as a Disability Confident Committed Employer, please visit the Accessibility FAQs page on our website at <https://intouniversity.org/content/accessibility>

Who are we looking for?

In order to be eligible for the Data and Impact Officer role, applicants must be educated to degree level with a 2.2 or higher.

We are looking for people who can demonstrate our values: Talent, Quality, Compassion, Aspiration and Teamwork.

Talent: At IntoUniversity, we value and recognise the talent of every person

Are you someone who enjoys motivating others by reinforcing their self-belief? We need staff who will support others to succeed and who are ambitious to enhance their own professional development.

Quality: At IntoUniversity, we complete everything to the highest possible standard

Are you someone who is hard working and has the commitment to see things through? We need people who take pride in their work and who thrive working independently as well as part of a team. You'll be meticulous, organised and have excellent writing skills and attention to detail in order to produce high quality work to tight deadlines.

Compassion: At IntoUniversity, we practise pastoral, long-term care

Do you have a genuine passion for the mission and values of our charity? We work to transform the landscape of Higher Education in the UK; our impact work is pivotal in measuring the success of our work.

Aspiration: At IntoUniversity, we behave aspirationally and positively

Are you someone who has a positive outlook? You will be ambitious to enhance your own professional development and will have a growth mind-set, being keen to develop your skills and being proactive in helping the team to improve and innovate.

Teamwork: At IntoUniversity, we promote teamwork and togetherness

Are you someone who enjoys working as part of a team to achieve shared goals? We need team members who will support others to succeed and who will be committed to building an inclusive culture in which everyone is valued for the unique people they are.

Data and Impact Officer

What will my main duties be?

- Support the management of **Into**University's Salesforce database including the maintenance of database records, creation of new features, producing and analysing reports, supporting and training staff in its use, and reviewing the effectiveness of the database as a monitoring tool.
- Work on **Into**University's ongoing impact projects such as our biennial Impact Report and deep dive studies of the impact of our programmes.
- Support members of the delivery and fundraising teams with Salesforce queries and requests for, and analysis of, data.
- Work with the impact team to develop new methods of evaluating our programmes.
- 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; Regional Operations Managers; the charity's Senior Leadership and Senior Management teams; Trustees; Donors; University partners.
- Assist with developing data/impact-related training resources and delivering data/impact-related training to new members of staff.
- Support the running of the Salesforce Working Group, chairing meetings of the group and producing content for them.
- Keep abreast of the best practice in charity impact reporting, data collection, and 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. Where possible attend relevant conferences and events and summarise developments for the wider head office and delivery teams.
- 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.