

JOB DESCRIPTION

Job Title:	Data Analyst
Reports to:	Impact Development Manager
Line Management:	None
Location:	Based from Head office with option for some remote working - minimum two days per week in the office
Liaison:	Across all teams at School-Home Support and external stakeholders
Contract:	Permanent or Internship
Salary:	£25,000 to £35,000 according to experience
Hours:	Full time hours, 37.5 hrs per week
Benefits:	28 days pro-rata annual leave, pension, life assurance, employee assistance programme

For over 35 years, School-Home Support has been working with children, families and schools to break the cycle of poor school attendance, low educational attainment, anti social behaviour, crime, low paid or no job, generation after generation. School-Home Support gets children and young people back into school, ready to learn. Whatever it takes.

Purpose of role

To respond to data reporting needs and provide analysis from the evidence recorded to demonstrate the impact of all areas of School-Home Support's work.

To review and improve existing case recording and data recording practice to visualise and measure engagement and behaviour progress related to Family support work.

To find new ways to demonstrate the meaningful impact of our services and how our work makes a real difference for vulnerable children and young people, based on the data gathered.

To train and support internal staff on data and case recording systems to maximise data capture and meet School-Home Support guidelines as well as ensure recording is within legal, ethical and data protection requirements.

Level of contact with children and young people

The post-holder may explore ideas to improve data reporting by talking with some of the children, young people and families we work with. They will require an enhanced DBS certificate and School-Home Support will organise and pay for this certificate.

Internal contacts

The post holder will liaise with all staff at our HO and with our regional teams and practitioners working nationally for School-Home Support.

External contacts

The post holder will liaise as directed with suppliers of software and systems to School-Home Support, representative(s) from partner organisations such as schools or local authority commissioning bodies, and other partners where data sharing agreements exist.

Main responsibilities and tasks

To provide data analysis for School-Home Support Head office teams. Example tasks will include:

- Generate, edit, and support data reports and dashboards.
- Create data analysis to relate our data to external research and other sources
- Generate insights through exploratory analysis.

To support internal staff with data and case recording. Example tasks will include:

- Train and support internal staff on data recording best practice on School-Home Support systems (eg.Outcomes Star and spreadsheets)
- Review case recording compliance and work with staff and teams to improve standards to meet School-Home Support requirements
- Support the Impact Development Manager in ensuring that the organisation’s data management activities take full account of legal, ethical and data protection requirements, as well as organisational policies and procedures.

In General

1. To ensure that customer care and equal opportunity principles are complied with and promoted in accordance with School-Home Support values and equal opportunities policy.
2. To ensure that a high level of confidentiality is maintained in all aspects of the work.
3. To conform to health and safety legal requirements.
4. To carry out any other duties as requested by the line manager from time to time.

This job description is not exhaustive; it outlines the key tasks and responsibilities of the post. These key tasks and responsibilities are subject to change. Any changes will be made in consultation with the postholder. You will be expected in undertaking the above role to comply with any policies and procedures that School-Home Support may issue

Post holder: _____

Signature: _____ Date: _____

Line Manager: _____

Signature _____ Date: _____

Person Specification

Experience, knowledge, skills and abilities

Essential Criteria	Assessed by application form (A) or interview (I)
Excellent IT skills, especially Excel, to generate graphs and Pivot tables from large volumes of data.	A, I
Excellent organisational skills and an ability to effectively prioritise, work on own initiative and be accurate in high pressure/volume environment.	A, I
Excellent verbal and written communication skills with proven attention to detail and high levels of accuracy	A, I
Ability to work well in a team, and work with minimal supervision.	A, I

Desirable Criteria	Assessed by application form (A) or interview (I)
Relevant experience of Outcomes Star or other case recording and analysis tools to measure engagement and behaviour progress related to Family support work	A,I
Minimum 2 years experience of data administration and data manipulation and data extraction from electronic databases for family support or social care related work	A, I
Minimum 2 years experience of working for a charity or social care sector.	A, I
Experience of working with Google applications	A, I
Experience of working with Google Data Studio or other data visualisation dashboards	A, I
Understanding of challenges faced by vulnerable families	A I

July 2021