



Role Description and Person Specification

Data Analyst

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| LINE MANAGER: | Strategy Development Project Manager |
| KEY RELATIONSHIPS: | Diocesan Programme Manager Shaped By God Together Programme team Parish Transition and Ministry Development team IT Manager Database Manager |

This role is externally funded via a grant from the national church.

The purpose of this role is to:

- Support the implementation of our recently developed and newly adopted diocesan strategy through bringing together varied and complex data sets.
- Synthesize different types of data (church based, financial, census, demographic) to enable informed decision making.
- In collaboration with other team members, help design and set up systems and processes for the monitoring of the diocesan strategy.

The Data Analyst role will:

1. Develop fresh insights through analysis of quantitative and qualitative data from within the diocese and from external sources.
2. Analyse complex demographic, church-based, financial and other resource-based data, synthesising and presenting this clearly to enable and ensure the resultant decisions in relation to diocesan strategy are robustly data-informed.
3. Support the Strategy Development Project Manager and Diocesan Programme Manager as they engage key diocesan leaders in the implementation of diocesan strategy. This will include work with members of the Bishops Leadership Team, diocesan Governance bodies (e.g. Trustee Board/Diocesan Synod), DBF staff, diocesan partner organisations such as Leicester Cathedral, DBE, St Philips Centre, Launde Abbey.
4. Collate data from across diocesan systems (e.g. schools, giving, Minster Communities) in a way that is accessible and complements existing processes.
5. Ensure data can be accurately and meaningfully collated at different organisational levels, enabling both understanding of the health and flourishing of local churches and a diocesan-wide perspective.
6. Review and refine existing data gathering processes and data with a view to setting up sustainable and realistic monitoring requirements that support diocesan strategy.
7. Produce reports that visually explain complex data sets simply.
8. Provide essential support to the wider strategy team with the acquisition, processing and analysis of data (including financial and demographic) across key diocesan projects.
9. In collaboration with other team members, help develop, design and set up systems and processes for the monitoring of the diocesan strategy.

| Generic Responsibilities for all DBF employees | |
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| 1 | To welcome visitors and/or receive incoming enquiries and telephone calls, dealing promptly and courteously with enquiries and ensuring high quality collegiality at all times |
| 2 | To ensure that all health and safety instructions are followed and that care is taken to ensure safety for self and colleagues, reporting concerns immediately |
| 3 | To undertake other duties as may reasonably be expected |

Person Specification:

- Strong analytical skills with the ability to interpret complex data sets and provide actionable insights.
- Excellent communication skills, both written and verbal, with the ability to present complex information clearly to various audiences.
- Ability to work both independently and collaboratively, according to a given brief and deadline.
- A proactive individual who will address problems before they arise.
- Ability to simply explain complex concepts and processes, and to enable others to plan and work within them.
- Able to see the big picture and also attend to detail.
- Awareness of Geographical Information Systems (GIS) and how data might be presented in a geographical way.
- Able to build good relationships across complex organizations and manage competing stakeholder requirements.
- Excellent IT competency in Microsoft 365 and Microsoft Office, proficient particularly in Microsoft Excel.
- Experience with other data analysis software (e.g., SQL, Python) is desirable.
- A degree or level 3 qualification in a numerate discipline, or equivalent experience.
- Able to work quickly with large data sets.
- Understanding of the organizational structure, breadth, and dynamics of the Church of England.
- Strong problem-solving skills and a proactive approach to addressing challenges.
- Ability to work effectively both independently and as part of a team.
- Experience in data analysis, preferably within a non-profit or religious organization.
- Certification in data analysis or related fields is desirable.
- A commitment to the values and mission of the Church of England and the Diocese of Leicester.

Other Information

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| Employment status | This is an employed post, fixed-term for 12 months. The Data Analyst will be an employee of the Leicester Diocesan Board of Finance, based at St Martins House, 7 Peacock Lane, Leicester LE1 5PZ. The post is funded from a Church Commissioners Strategic Capacity Funding grant. The successful applicant will need to provide proof of right to work in the UK before taking up post. |
| Salary | £24,000 - £27,000 pro rata depending on experience. |
| Hours | This is a part-time post (21 hours per week/ 0.6 FTE) with working times varying according to the needs of the work which may include unsocial hours. Some weekend and evening working may be involved, for which Time Off in Lieu will be given. |
| Pension | Defined Contribution pension of 10% of salary |
| Annual leave | 25 days pro rata, plus Bank Holidays. |
| Probationary period: | 2 months |
| Anticipated start date: | February 2025 |
| Applications: | Please send a CV and covering letter to: Mrs Dinta Chauhan St Martins House, 7 Peacock Lane, Leicester LE1 5PZ or via email to: Dinta.Chauhan@LeicesterCofE.org or view the details on our website apply via the website https://www.leicester.anglican.org/job-vacancies . |
| Closing Date: | 06.01.2025 at noon |
| Interviews: | 17.01.2025 |