

## Job Description

**JOB TITLE:** Impact Data and Impact Reporting Lead (12-month maternity cover)

**LOCATION:** London – Dorfman Centre.

This role will be based in our London Office where we operate a hybrid working model. You will be expected to spend at least half your time in the office.

This role will start no sooner than the week commencing 17<sup>th</sup> August

**PAY BAND:** £42,090

**RESPONSIBLE TO:** Head of Impact

**RESPONSIBLE FOR:** Data Analyst

## About The King's Trust International

The King's Trust International (KTI) has been supporting young people worldwide since 2015. We were founded by HM The King to tackle the global crisis of youth unemployment.

Our **vision** is that every young person should have the chance to succeed.

Our **mission** is to empower young people to learn, earn and thrive.

Our programmes and interventions are delivered in 20 countries within the Commonwealth and beyond across Africa, Asia, the Caribbean, Europe and the Middle East.

We are committed to amplifying the voices of young people on the global stage and putting their needs at the very heart of the design and delivery of our work. This complements global efforts to deliver the Sustainable Development Goals, particularly those relating to quality education and decent work.

We seek to work to the highest quality standards and to ensure the health and safety of all the young people we work with as well as the well-being of our colleagues and partners.

## Ways of working

The King's Trust International works with local partners around the world to deliver education, employment and enterprise programmes that empower young people to learn, earn and thrive. We provide opportunities to develop the skills and confidence to succeed and deliver tangible employment outcomes, supporting young people to build their own futures.

We work with a mixture of governments, NGOs, and corporate partners and employers on our programmes and are increasingly thinking about how we can support the creation of green jobs to help deliver the low carbon transition.

See our [website](#) for details of our programmes and case studies celebrating some of the amazing achievements of a selection of young people.

## **Purpose of the Role**

This strategically important role is integral to The King's Trust International realising its ambition of becoming an insight-driven organisation.

This instrumental role will deliver our data strategy for the organisation and lead on data infrastructure transformation, including bringing greater connectivity and automation to data collection, analysis and reporting.

This role will harness and champion the power of data – through conducting data analysis, transforming data into information using PowerBI and developing an evidence-based culture within the organisation. The role also requires supporting staff to build their confidence in using and communicating data analysis to a range of stakeholders.

This is a stimulating role for an individual who values data and reporting with strong leadership and communication skills and would like to apply their knowledge and experience to an international organisation.

## **Key Relationships**

- Impact Team (which this role sits within)
- Programmes Team including Heads of Regions and Project and Programme Managers
- Design and digital teams including Design Managers and Digital Delivery Managers
- In-country stakeholders and potential partners
- External suppliers, contractors and consultants

## **Key Areas of Responsibility**

1. Deliver the organisation's development strategy for transforming and future proofing our data systems. Lead on high-quality data visualisation and data transformation including greater automation of analysis and reporting of young people and partner data. Seek out opportunities to improve the organisation's activity by conducting analysis and investigations into areas for potential development including data quality assurance.
2. Responsible for the line management of the Data Analyst, including performance management and objective setting in line with strategic objectives.
3. Support the development of improved data-led processes and quantitative research to uplift the quality of evaluation and research work, particularly quantitative aspect of evaluations, research and studies conducted by KTI and delivery partners.
4. Deliver the continuous analysis and presentation of young people and partner data to both internal and external audiences, including Senior Leadership team, Board and funders. Communicating effectively, you will tailor different messages for a range of audiences and construct compelling stories with data and evidence.
5. Overseeing the roll-out of KTI data management system using GitHub and Python and Power-BI, and further develop and enhance the use of Business Intelligence tools (PowerBI) across the organisation, identify areas to scale up and develop new dashboards.
6. Maintaining documentation of data usage across the whole of KTI and effectively using PowerBI to present and showcase data in a dynamic and fluid way. Supporting in the development of internal dashboards and intelligent reporting systems capable of interrogating our data.
7. Ensure that delivery teams, working groups and Senior Leadership Team have access to information to support timely decision making; this will include supporting the collection, cleaning and storage of performance and survey data across the organisation.
8. Act as lead relationship holder for external survey platforms and manage use, maintenance and rollout of the platform across KTI, including subscriptions i.e. creating invoices bi-monthly.
9. Acting as the first responder for Impact data communication with programme managers, delivery partners and leadership team across the organisation via the shared mailbox.

10. Support the organisation's data protection protocols such as data storage, data protection and GDPR.

## **Person Specification**

**Please read these notes carefully:**

The King's Trust International (KTI) is committed to representing, at all levels, the global communities and young people that we serve. We value transferable skills and know that women, gender non confirming folk, disabled and global majority/ Black, Indigenous and People of Colour (BIPOC)/racialised people are statistically less likely to apply for a role if they feel that they do not meet at least 90% of criteria on the job description/person specification. KTI is dedicated to building an inclusive, diverse, equitable, and accessible workplace that fosters a sense of belonging - so we only include essential criteria on our person specification that is genuinely required to do the job. We focus on your aptitude, transferable skills and behaviours to assess your potential with us.

Essential criteria describes the skills, knowledge or qualifications that are necessary to do the role. Some criteria will be assessed at the shortlisting **(s)** stage and this will be based on the information you have provided in your CV and supporting statement. Skills or experience can be gained in a variety of ways, in your personal life as well as professionally. Do not just say, for example, 'I have good communication skills.' Tell us how you have gained experience or used a particular skill or knowledge. Other criteria may be assessed as part of an assessment **(a)** or at interview **(i)**. Desirable criteria will only be used where a large number of people meet all the essential criteria, or at interview to differentiate extra skills. **As a minimum, address how you meet all essential criteria in your application.**

Criteria	Essential	Why is this needed?	How will this be assessed?
<b>Skills and Knowledge</b>	Well-developed IT skills, including a good understanding of using Excel for data analysis.	Strong IT skills are a must for this role. You will be working across different platforms, including Microsoft tools like Excel, and a high degree of proficiency and confidence is vital.	<b>S</b>
	Good reporting & data management skills, including a working knowledge of business intelligence tools (specifically Power BI).	This role will lead on making data relevant, useful and accessible to the organisation to drive evidence-led decision making and improvement. Proficiency in Power BI, as our chosen data visualisation platform, is essential for this role.	<b>S, A</b>
	Strong relationship management skills including the ability to establish effective working relationships work with a wide range of external and internal customers and stakeholders from different countries and cultures.	Data needs to be collected, analysed and visualised in a way that meets the requirements of different external and internal stakeholders. Good relationships are essential to understanding, meeting and balancing those requirements.	<b>S, I</b>
	Ability to problem-solve and use initiative and creativity in developing solutions as well as balancing with other needs and contingencies in the organisation.	In this role, we value a solutions oriented perspective and creativity and initiative in meeting business needs.	<b>S, I, A</b>
	Ability to play a leadership role in the organisation with our data strategy and empower the organisation to use data effectively.	Strong leadership skills will help deliver our data strategy by ensuring that we have a strong direction and motivation around the data culture of the organisation.	<b>S, I</b>
	Excellent interpersonal, written and verbal communication and presentation skills, particularly the ability to make complex data accessible and informative to a wider non-expert audience.	Not everyone in the organisation is an expert in data and numbers. In this role, you will make data accessible and relevant to the whole organisation through tools such as presentations and written updates.	<b>S, I</b>

	Excellent planning and organisational skills and the ability to manage multiple priorities, both independently and within a team.	This is a key role within the organisation and will play an integral part of meeting several strategic priorities. It is essential that you can manage your time efficiently and effectively.	<b>S</b>
	Understanding of KTI's values and behaviours.	As a values-driven organisation, everyone at KTI works to an agreed set of values and behaviours. It's important that you have a strong understanding how these will be meaningfully embodied in your work.	<b>S</b>
	Understanding of Diversity, Equality and Inclusion principles and ability to apply within data and reporting.	DEI is important to us at KTI. We require someone who will use put DEI at the forefront of what they do and use their skills in data and reporting to support our DEI activities and principles.	<b>I</b>
<b>Experience</b>	Experience of analysing quantitative and qualitative data, including working with large datasets on Microsoft platforms and Python code spaces. We require an understanding of Python, not complete fluency.	This role requires expertise of analysing data for business intelligence purposes as well as designing and rolling out dashboards across an organisation.	<b>S</b>
	Experience of implementing and adhering to data protection principles and GDPR.	Within the organisation, you will be an expert on all things data and lead on how we collect, process and manage data in an appropriate way.	<b>I</b>
	Experience conducting statistical analysis and applying to business questions.	Our ambition is for data reporting to be relevant to the organisation. In this role, you will ensure that our impact data addressing and answers key business questions.	<b>S, I</b>
	Experience of working in a time pressured environment on multiple projects.	At times there may be specific data, and impact asks from fundraising teams, senior leaders and other stakeholders. You will need to be able to respond to these needs sometimes within quick turnaround times.	<b>S</b>






Criteria	Desirable	Why is this needed?
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<b>Skills and Knowledge</b>	Understanding of evaluation principles, and quantitative analysis applied to monitoring and evaluation.	As a key part of the impact team, it is beneficial to have knowledge of best practice in evaluation data collection, and quantitative research to demonstrate our impact clearly and credibly.
	Knowledge of factors affecting young people.	Young people aged 11-30 are our primary demographic, understanding their needs and challenges will support in the approach to what and how we measure impact.
<b>Experience</b>	Experience of developing a data warehouse and tailoring processes for different audiences (i.e. delivery partners, internal teams, etc.).	Our data development strategy will look at how we can best store, combine and analyse data to meet the needs of the organisation. Previous experience of this would be beneficial to this role.
	Experience and working knowledge of survey design and implementation on data analysis and visualisation.	Surveys are a key part of our evaluation toolkit, and this role will help develop our survey capacity by advising on best practice on collecting, analysing and visualising data.
	Experience working in international settings.	As an international charity working in it is beneficial to have experience working in international settings to understand diverse contexts, cultures, and challenges.
	Experience of motivating and managing direct reports including performance management and setting objectives.	You will be required to effectively line manage, support, and work closely with a data analyst role.

## WHAT DO WE EXPECT FROM YOU?

### OUR VALUES

Our values are at the heart of everything we do – they articulate who we are and how we work together to achieve our aims to help young people.

 Youth-centred	 Nurturing partnerships	 Impact	 Diversity	 Honesty	 Integrity
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We believe in placing youth at the centre of all activities and decisions	We value robust relationships based on mutual trust and respect	We focus our passion and attention on what we believe will create a positive impact	We understand, value and promote diversity of experience and thought to enable our staff, partners and young people to thrive and achieve their full potential	We value sincere, authentic and straightforward communications and behaviours	We believe in applying strong morals, high standards and ethical principles to our work
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Here at The King's Trust International, we are committed to equality, diversity and inclusion. We want to be an organisation that is representative of the communities we serve, which is why we strive for diversity of age, gender identity, sexual orientation, physical or mental ability including neurodiversity, ethnicity, gender, socio-economic background and perspective. We want to ensure that everyone can be their authentic selves at work.

We are a Race at Work signatory and a Disability Confident employer. Our staff and volunteers are supported by PT CAN (our Cultural Awareness Network), PT GEN (our Gender Network), PT DAWN (Disability & Wellbeing Network) and Pulse (LGBTQ+ Network). Talk to us about flexible working hours.






## THE WELFARE OF OUR YOUNG PEOPLE

The King's Trust International is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to a basic Disclosure. Having a criminal record will not automatically exclude applicants.

## OUR BEHAVIOURS

We expect certain behaviours from you about how you interact with colleagues, our partners, young people & the public.

These are our core behaviours for all staff.

 <p><b>Effective communicators</b></p>	 <p><b>Approachable</b></p>	 <p><b>Solution-oriented</b></p>	 <p><b>Inclusive</b></p>	 <p><b>Emotionally intelligent &amp; resilient</b></p>
<p>We demonstrate an open, honest, jargonfree and clear communication style to build rapport and nurture partnerships with internal and external stakeholders.</p> <p>We communicate core expectations, for example around safeguarding, clearly and effectively to ensure young peoples' safety is at the centre of our work and never compromised.</p> <p>We value the importance of transparency, honest feedback, setting clear expectations, understanding roles and responsibilities, and speaking up for what we believe is right.</p>	<p>We demonstrate characteristics of open-mindedness, respect and honesty to anyone wishing to approach us.</p> <p>We apply our behaviours to support this by being mindful of our own reactions and being receptive to ensure people want to engage with us, we actively listen and demonstrate our appreciation of their input.</p>	<p>We focus our energy on enabling solutions to the challenges we meet.</p> <p>We demonstrate leadership by owning our work, taking responsibility for our actions and proactively engaging with our stakeholders and partners to gain deep understanding of the environments we work in and the young people we work for.</p> <p>We support our partners, colleagues and youth in solving problems and delivering impactful programmes.</p> <p>We plan and adapt our interventions and processes and employ proactiveness to enable the most meaningful outcomes.</p>	<p>We value different backgrounds, experiences and opinions and believe that these will make us better equipped to make quality decisions, apply sensitivity to context and mutual exchanges, as well as recognise potential throughout our organisation and our partnerships.</p> <p>We actively invest in rapport building with all stakeholders and strive to support team work internally and externally.</p> <p>We respect others and our planet. We apply humility and empathy and strive for reciprocity and equality in all exchanges.</p>	<p>We nurture awareness and reflection, including being mindful of selfbiases, cultural differences, as well as our own and other people's circumstances.</p> <p>We foster the capacity to be aware of, control, and express our emotions, and to handle interpersonal relationships judiciously and empathetically.</p> <p>We use emotional intelligence to build resilience. We risk making mistakes as a way of learning.</p> <p>We celebrate creativity, curiosity, eagerness to learn and openmindedness.</p>