



Can your data management add power to our community?



Job Title: **Information and Data Manager – Energy Neighbours**

Full time equivalent salary - **£33,650**

Hours – **23 hours/wk** (Full time is 37hrs/wk, so this post is 0.62 FTE)

Office base – (To be confirmed) Batley, WF17 5DS

Remote/in person – this is an in-person role primarily

Fixed term – to end Jan 2028

Employing organisation – TSL Kirklees

How to apply:

Closing date for applications: Thur 12 Dec, 12 noon.

Apply online at: <https://tslkirklees.org.uk/jobs/entry/information-and-data-manager-energy-neighbours-tsl-kirklees-44896/>

Any application questions email: tom@tslkirklees.org.uk

Key dates & interview process

Interviews will be in early January 2025 between 9am and 6pm, in person in Batley. You should allow up to 2 hours for a community panel and interview. The main interview questions will be shared in advance.

Start date: February if possible

The Energy Neighbours project

Thanks to National Lottery players, Third Sector Leaders Kirklees has received more than £900,000 from The National Lottery Community Fund, the largest community funder in the UK, to empower local people to take individual and collective climate action and reduce fuel poverty in their community.

The Energy Neighbours project has a clear community capacity-building approach. The approach is to work inclusively *with* communities and community organisations, listening to local priorities, experimenting and learning together, being transparent and accountable and sharing decision-making power.

This innovative project is participating in the National Lottery Climate Action Fund learning partnership. The Information and Data Manager will work with the Project Manager to ensure effective use of data and sharing of learning across project partners and with other learning partners nationally.

The new Energy Neighbours team includes a Project Manager, Project Coordinator and an Information and Data Manager. These three posts support four Community Energy Development Workers who work with community organisations and residents in priority areas of Kirklees. Project partners include the Kirklees Climate Commission, local experts on energy and independent evaluation support.

About this job

The Energy Neighbours Information and Data Manager ensures the whole team has the information and data systems they need to engage and support residents and community organisations – and be accountable to partners and funders. The Information and Data Manager ensures information and data is secure, up to date and used to improve and develop the project.

The Energy Neighbours Information and Data Manager will work closely with the Project Manager and Project Coordinator in managing the Energy Neighbours project.

What we are looking for:

- An experienced, enthusiastic, manager
- Experience of developing and managing data systems which meet the team and project's needs
- Advanced data management and analysis skills, able to use database systems
- Ability to support surveys, data analysis and present key results
- Able to provide staff training and guidance documents, enabling others to use systems and follow good data management practice
- Relevant level 5 (HND) qualification or able to learn at this level
- Supports TSL Kirklees aims and values

If you don't quite have everything on the list, you can still apply. We will consider opportunities to help the right person to develop into the role.

TSL Kirklees

TSL Kirklees is a local charity, with members involved in hundreds of community organisations. TSL promotes other local community organisations, provides training, supports partnerships and helps people get involved in community activities by reducing barriers and providing support.

You can find out more at www.tslkirklees.org.uk

TSL Kirklees believes in the potential of our community organisations and non-profits to improve our society and community, and we're on a mission to harness their skills, talents, and innovative solutions. The Voluntary, Community, and Social Enterprise sector is evolving and we know that individuals and organisations are facing incredible pressures. We also know the solutions lie within our communities.

Are you ready to help shape the future of our vibrant communities? Join us on this exciting journey to empower communities and create thriving neighbourhoods.

Apply now: www.tslkirklees.org.uk/energy-neighbours

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Interview early Jan 2025