



Consultancy and training associates

Key points of role

Role:	Freelance associate
Day rate:	Up to £450 per day (£250 per day for required induction and training)
Hours:	Variable depending on projects.
Location:	Remote. You may be required to work on site at clients' offices in the UK on occasion.
Start date:	Oct 2024 onwards

Rewards

- Sense of fulfilment in supporting nonprofit organisations to use data effectively to achieve their goals.
- Working as part of a team of contracted staff and associates for a social enterprise with a track record of success.
- Making a difference to the nonprofit sector in the UK and beyond

Background

We are looking for three to five freelance associates to work with us on a range of projects.

In particular we are hoping to find:

- at least one associate who can work with us to deliver training courses such as Key data skills for everyone and Data for nonprofit leaders.
- at least one associate who can support our work to deliver Data Maturity Assessments within organisations, including hosting engaging, online workshops with staff to kick-off organisation-wide Assessments.
- at least one associate who can support our consultancy work developing data strategies for nonprofit organisations

- At least one associate with expertise in impact and evaluation (including developing theories of change)

Specific responsibilities/duties

- ∄ work as part of the Data Orchard team on specific projects
- ∄ where appropriate lead on specific projects representing Data Orchard to clients
- ∄ liaise with clients, provide advice and insight, design and facilitate events and deliver training

Specific requirements for associates

Essential requirements

- Coaching and mentoring skills
- Project management and delivery
- Excellent consultancy skills
- High quality training and facilitation skills
- Knowledge and understanding of data maturity especially in nonprofit organisations
- Readiness to learn about how we talk about and share concepts and tools around data maturity
- Good writing skills (clarity, logic and structure)
- Attention to detail, care in presentation of proposals/ documents/ reports etc.
- Digital skills (Zoom/ Teams, online whiteboard tools, online team communication platforms)
- Awareness of the varying nonprofit context across the UK
- UK-based, able to work remotely as part of a distributed team
- Have the right to work in the UK
- Already set up as a freelancer so that you can invoice Data Orchard for your time
- At least six months experience as a freelancer with a track record of the successful delivery of projects on a freelance basis
- You must provide your own equipment which must be secured in line with our ICT policies.
- Most associates will be required to use Microsoft Office documents in the delivery of their contracts.

Desirable requirements

- Experience using our Data Maturity Assessment Tool and / or our Data Maturity Framework
- Experience delivering data strategies within nonprofit organisations
- Certified Data Management Professional qualified

- Experience of data analysis, data science, data engineering and/or data architecture
- Experience of developing theories of change with organisations

General responsibilities for all staff and associates

To support and promote Data Orchard's core values at all times.

Data Orchard's core values are:

- **Collaboration:** Cooperate, trust, listen, and communicate with team members, clients and partners.
- **Respect:** Carry out all responsibilities in accordance with Data Orchard's Equality and Diversity Policy. Show mutual respect and consideration for one-another. Ensure peoples' diverse backgrounds, ideas and opinions can be heard.
- **Openness:** To contribute to a culture of trust and shared learning. To constructively challenge and be open to being challenged by others. Be inquisitive and receptive to discussion, new ideas and ways of doing things.
- **Quality:** To apply high standards of professionalism in the work we deliver to clients and how we interact with them, our colleagues and partners. Ensure our work meets legal and ethical standards and is quality assured.
- **Honesty:** To be truthful and fair. To behave with integrity and objectivity. To take responsibility and keep promises.

Health and safety: To ensure that all work is undertaken in accordance with and safety legislation rules and regulations. To follow procedures and be aware of matters that relate to the duties of the post.

Use of resources: To ensure value for money and best use of resources in the role and all activities related to Data Orchard.

Induction and training: To take part in induction and continuous professional training for which Associates will be paid at a reduced day rate.

Compliance with our data security, protection and confidentiality policies.