



envision

**Data and Impact Officer
Application Pack**

**Deadline:
Midday Monday 28th October 2024**

Data and Impact Officer

- **London, Birmingham or Bristol**
- **Hybrid working with at least 1 day in the office per week**
- **Fixed-term contract 12 months (maternity cover) with the potential to be extended**
- **Start Date: December 2024**
- **Full time or part-time (minimum 3 days per week)**
- **£25,000 (plus £2k London Weighting if applicable) full time or pro-rata part-time**

Envision actively encourages applications from those from Black and Minority Ethnic backgrounds and from low socio-economic backgrounds as they are currently under-represented in our organisation.

We seek to ensure we achieve diversity in our workforce and that all applicants and employees receive equal and fair treatment, regardless of age, race, gender, religion, sexual orientation, disability or nationality.

Please note, we are unable to support visa applications and therefore applicants must have the right to work in the UK.

Envision graduates will be guaranteed a first-round interview.



A bit about us

We believe a young person's background mustn't determine their future.

Envision empowers young people from less-advantaged backgrounds to develop essential skills and confidence through making positive change in their community.

Our structured programme is delivered in schools and colleges by our trained Envision staff and runs over a 12- (Secondary) or 20- (Post-16) week period.

Each team of young people is partnered with a team of mentors from a local business who support them to design and deliver an in-school social action project that will make a positive change in their school or college.

Working towards their project goals and key milestones, young people build the essential skills and confidence proven to support their education, employment and well-being.

Young people from less-advantaged backgrounds too often miss out on opportunities in and outside school to build the confidence and essential skills they need to succeed in later life.

This means young people from less-advantaged backgrounds are underrepresented in the world of work. This is unacceptable. Where you grew up mustn't determine where you're going.

"People with higher levels of essential skills experience improved social mobility, employment, earnings, job satisfaction and life satisfaction...these skills work as a platform for developing other skills, including the basic skills literacy and numeracy as well as technical skills."
[\(Skills Builder Partnership 2023\)](#)



Where you come in

As Data and Impact Officer you will play a pivotal role in driving strategic decision-making through insightful data analysis.

Working closely with the Director of Programmes and Impact, you'll be responsible for overseeing the processing and analysis of our data and helping to ensure the learning from this data is understood and embedded by our delivery team so that our programme is constantly refined.

Using our Customer Relationship Management (CRM), Salesforce, you'll ensure our data is timely, complete and accurate and will regularly support the delivery team, using insights you've identified from the data, that will help us continually improve.

If you're passionate about using data to drive meaningful change, this is the role for you!



“This is an exciting time to join our Programmes and Impact team as we enter our new Three-Year Impact Strategy. The Data and Impact Officer will play a huge role in ensuring that we continue to strengthen our programmes as we grow as an organisation.”

**Jo Clark,
Director of Programmes and Impact**

Responsibilities

Data and Impact Collection

- Lead on data quality and cleanliness across our programmes, identifying and resolving any gaps, errors, or delays, and trouble-shooting where necessary.
- Support Programme Coordinators across all regions to ensure timely, complete and accurate data collection throughout the year.
- Ensure all data collected is relevant, and securely maintained.
- Manage and oversee data entry and storage practices in Envision's Salesforce system, ensuring compliance with Envision's data protection policy.
- Regularly review data collection methods and tools to maintain high standards.
- Lead on Envision's CRM system (Salesforce) and provide training and guidance to staff for consistent and effective use.

Data Analysis

- Co-lead on data analysis and internal impact review using our own survey data.
- Support the Programmes and Impact Team to ensure that these learnings are understood by the Delivery Team so our work can be continually improved.
- Support the analysis of quantitative and qualitative data, including feedback from young people, volunteers and partners, to identify any learning that can be fed back into bi-annual programme reviews.
- Generate regular and ad-hoc reports to assess performance, identify trends, and inform key decisions.
- Support an impact culture which ensures data is used for continuous reflection and learning.

Impact Reporting

- Support in the collection and compiling of testimonials, case studies, and feedback from young people, volunteers, partners, and stakeholders.
- Support the creation of bi-annual impact reports to demonstrate the organisation's achievements to stakeholders, funders, and the wider public.
- Communicate the impact of the charity's work through qualitative and quantitative data.

Person specification

Experience, Knowledge, and Skills	Essential/ Desirable	Demonstrated In Application (A) Or Interview (I)
Experience of data handling using CRM systems, especially Salesforce	E	A & I
Demonstrate the ability to work as part of a small team and use your own initiative	E	A & I
Experience of IT systems including Office365, Shared Drive	E	A & I
Demonstrate a high level of accuracy for data entry	E	A & I
Demonstrate excellent communication skills both verbally and in writing to a wide range of people	D	I
Experience working in a busy and varied administrative support role	D	I
Understanding of, and/or lived experience of, the barriers that young people face , that contribute to the education and employment gap	D	I
Competencies and Values	Essential/ Desirable	Demonstrated In Application (A) Or Interview (I)
Commitment to Envision's vision, mission and values and ability to work well in, and contribute to, our organisational culture	E	A & I
Communication: Ability to engage others through active listening, effective writing and speaking using tone, expression and gestures	E	I
Creativity: Developing ideas by considering different perspectives and using this to create solutions for problems	E	I
Teamwork: Working collaboratively and contributing to group discussions to reach shared decisions whilst understanding and respecting others' cultures, beliefs and experiences	E	I
Determination: Remaining flexible but resolute in your approach to reach your goals, and looking for opportunities in difficult situations	E	I

Conditions and Benefits

Terms and Conditions

Remuneration	£25,000 per year (+ £2,000 London weighting) full time or pro-rata part-time.
Location	London, Birmingham or Bristol. We operate a hybrid working policy with a minimum 1 or 2 days in the office per week and occasional travel across regions.
Contract Type	Fixed term 12-months (maternity cover) with potential to extend. Full time or part-time with a minimum of 3 days per week.

Employee Rights and Benefits

Pension	All eligible employees will be automatically enrolled into the NEST Pensions scheme. 5% matching contribution.
Annual Leave	25 days plus bank holidays, plus 3 additional days between Christmas and New Year. The 25 day allowance will increase by one day per year up to 30 days
Volunteering Days	2 days per year, can be broken down into half days/ hours subject to agreement from line manager
Flexible Hours	10am to 4pm are core hours. Office hours are 8am to 6pm
Bike to Work Scheme	Up to £1000 limit
Parental Leave	Maternity Leave/ Adoption Leave/ Shared Parental Leave- 13 weeks full pay, 13 weeks half pay, 13 weeks statutory pay Paternity Leave- 4 weeks full pay
Compassionate Leave and Pay	Discretion of line manager (up to 5 days paid)
Sick Pay (OSP)	Occupational sick pay (OSP) - 2 weeks full pay in 1st year, 4 weeks full pay in Year 2 onwards.
Employee Eye Test	Envision will refund the cost of an annual eye test. Simply book and attend your eye test with any recognised optician (e.g. Specsavers, Vision Express etc) and then include the cost of the eye test in your next expenses claim
Charity Workers Discount	Receive savings and cashback on many personal purchases. They also offer a cashback prepaid card for more savings

Application process

To apply, please complete the application form [here](#).

Date	Deadline
Monday 28th October (Midday)	Closing date for applicants
Wednesday 6th November	In-person interview in London

Envision will reimburse reasonable travel costs to attend in-person interviews.

If you have any questions, please do not hesitate to contact us:

jo.clark@envision.org.uk

Please note:

- We will only be contacting candidates who have been shortlisted for interview. Therefore, if we do not contact you, please assume you have been unsuccessful.
- The safety and well-being of the young people we work with is paramount at Envision. Successful candidates will be subject to a full Enhanced DBS check and reference checks. All new staff must attend Safeguarding Training during their induction period, in line with Envision’s Safeguarding and Child Protection Policy. Failure to complete internal Safeguarding Training may result in the role being withdrawn.

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Working in partnership with:



Envision is a register charity number 1095328 based at Canopi Borough, 7-14 Great Dover Street, London, SE1 4YR



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