

Job Title:	Data and Insights Officer
Hours:	Full time, 37.5 hours/week
Location:	Home working, with requirement to travel to meetings across the UK
Salary:	£32,000 per annum
Reports to:	Head of Operations
Direct Reports:	None
Contract:	Permanent

About Alexandra Rose Charity

We should all be able to eat healthy food. But right now, healthy options cost more than twice as much as junk food. It's getting harder and harder for people to put good food on the table. In fact, the poorest fifth of UK households would need to spend 50% of their disposable income to eat the UK Government's recommended healthy diet. Access to a choice of high quality, culturally appropriate fruit & veg is an essential building block for our mental and physical health. We need to put this right.

We're on a mission to give people access to their choice of fresh fruit & veg, in the heart of their community. At Alexandra Rose, we are proud to deliver a mix of practical, place-based projects and national advocacy to shape a fairer future, where everyone can afford and enjoy fresh fruit & veg with dignity.

If this aligns with how you see the world, and you want to use your skills and experience to help us build towards it, you'll feel at home here.

About the role

Alexandra Rose collects and uses a wide range of data to help us run our programmes, understand our impact and influence policy change. We have developed monitoring, reporting and evaluation systems that help us track programme delivery, make informed decisions and demonstrate the difference our work makes to the diets, health and wellbeing of adults and children.

We are looking for a proactive and analytical Data and Insights Officer with a keen eye for detail, who thrives on improving data quality, analysing complex information and generating insights that support decision-making across an organisation.

You will play a key role in improving Alexandra Rose's data systems and reporting. Working across programme and evaluation data, you will help clean and analyse data, develop dashboards and reports, generate insights for use both internally and for our external partners. You will work closely with our technical partner and distributing centres to ensure that data is reliable, our reporting is robust and our projects can continue to grow effectively.

We want our organisation to reflect the diversity of the communities we work in, and we welcome applications from people from all backgrounds.

Use of AI in applications

We recognise that candidates may choose to use AI tools to support aspects of their application, such as grammar, formatting, or drafting. We understand that using AI tools in this way can help you express your strengths more clearly. However, your final submission must be a genuine, accurate reflection of your own skills, experience, and understanding of the role.

To support integrity and transparency in our recruitment process, we ask that you include a brief note explaining where and how AI tools were used in your application. Applications that appear overly generic, inconsistent with interview performance, or rely heavily on generative AI without clear attribution may raise concerns during the selection process.

Additional information

Applications will be reviewed as they are received, and we may close the vacancy ahead of the advertised deadline if sufficient suitable applications are received. We encourage interested candidates to apply as soon as possible. Previous candidates need not apply.

Duties and Person Specification

Data and Insights

- Manage programme data, carrying out regular checks to ensure information is accurate, complete and compliant with GDPR and data-sharing requirements.
- Clean, organise and prepare data from different sources, resolving errors and inconsistencies to support accurate reporting and analysis.
- Work with colleagues to improve data quality and ensure information is recorded consistently across systems.
- Develop and maintain dashboards and reports using our data analytics software
- Produce regular reports, charts and visual summaries that help colleagues, funders and partners understand programme performance and outcomes.
- Respond to data requests from across the organisation, providing timely analysis and insights to support planning, decision-making and reporting.
- Support colleagues to use data effectively by providing guidance, troubleshooting issues and helping them understand reports and dashboards.
- Contribute to improvements in Alexandra Rose's data management, reporting and digital systems and processes.

Impact and Evaluation

- Prepare and manage programme monitoring data to support evaluation, impact reporting and organisational learning.
- Support the analysis of quantitative and qualitative evaluation data, working closely with the Impact and Evaluation Manager to generate clear and actionable insights.
- Produce summaries, descriptive analysis, tables, charts and visual outputs to support evaluation reports.

- Contribute to the development of Alexandra Rose's evidence base by identifying trends, patterns and learning from programme and evaluation data.

Person Specification

Essential Qualifications and Skills

- Demonstrable experience working with large, complex datasets from multiple internal and external sources, including data cleaning, validation, analysis and interpretation, with a strong focus on accuracy and attention to detail.
- Demonstrable experience in using Microsoft Excel (e.g., advanced formulas, graphs and pivot tables) to clean and manipulate data
- Demonstrable experience in using Power BI to build engaging and interactive dashboards for partners whilst also building reports which are practical aids for our delivery partners and the wider Operations team.
- Collaborative working skills, with the ability to work confidently with a range of colleagues to understand, agree and deliver analytical priorities
- Excellent communication skills, with the ability to translate complex data into clear, accessible insights for a range of audiences.
- Strong organisational skills with the ability to manage multiple projects and deadlines
- An understanding of GDPR, data sharing, and secure data handling compliance.

Desirable Skills

- Experience leveraging AI to support data collection and data analysis.
- Experience in data analysis within the charity, public health, or social care sectors (comparable private sector experience will also be considered).

Application Instructions

Please submit your CV together with a cover letter that clearly demonstrates how your skills, experience and knowledge meet the requirements set out in the job pack. Please note that applications will not be considered from candidates who have applied within the last 18 months.

N.B. Applications without a cover letter will not be accepted

Closing Date: 5pm, 6th September 2026

Interview Dates: asap on a rolling basis