



Artswork Data Protection & Impact Manager

Artswork is looking for a Data Protection & Impact Manager to lead Artswork's approach to data so we operate safely and legally, and so that data informs every area of our work, shapes our planning, and enables us to demonstrate the impact of our programmes. This role works closely with the Evaluation & Impact Manager, and focuses specifically on data protection, data analysis and data reporting e.g. to funders.

Job Description and Skills Specification

| | |
|--------------------------|---|
| Job Title: | Data Protection & Impact Manager |
| Location: | This role is home based. It will also require occasional travel for team meetings and events in the south of England |
| Hours: | 3 days per week (21 hours) |
| Flexible working: | As this role already works closely with the part time Evaluation & Impact Manager, it is not suitable for job share. Working days and hours can be negotiated providing there is adequate contact availability for colleagues |
| Reports to: | Co-CEO (People & Places) |
| Salary: | Level 6. £33 475 FTE (£20 085 pro rata per annum) |
| Pension: | Stakeholder pension scheme available |
| Duration: | Permanent |

Overall purpose of the job

To lead on data analysis and data protection within Artswork, embedding a data-led approach to our work. Working closely with the (part-time) Evaluation & Impact Manager, you will not only provide expertise in data generation across the organisation but also insightful analysis of the data to feed into the organisation's strategic decision-making. You'll be skilled in using tools that enable us to aggregate, manipulate and visualise data. You'll be able to generate reports at different levels, from overviews to granular detail, and you'll be willing and able to do accurate, capable data entry when needed (for example onto funders' reporting platforms). You'll liaise with other teams around their data requirements, particularly the Co-CEOs, Fundraising and Sales & Marketing. You'll also lead on Data Protection for the organisation, training team members, generating 'how to' guides for colleagues and ensuring that our data protection policies and procedures are updated and compliant with current legislation.



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Main responsibilities will include:

Strategy

- Embed a data-led approach across Artsworld, ensuring data is used to inform organisational planning, prioritisation and decision-making.
- Collaborate with the Evaluation & Impact Manager to align data generation, evaluation activity and reporting cycles, ensuring coherence across programmes.
- Develop, maintain and continuously improve organisational data systems, tools and processes so that they are fit for purpose, efficient and scalable.
- Provide insight and recommendations based on analysis, highlighting trends, opportunities, risks and areas for improvement in our work directly with children and young people.

Data analysis and treatment

- Lead on organisation-wide data aggregation and analysis, ensuring accurate interpretation of programme, audience/participant and organisational data.
- Collaborate with the Evaluation & Impact Manager to support the design and improvement of data collection methods (e.g. surveys, forms and CRM processes), ensuring data is robust, consistent and useful.
- Clean, validate and audit datasets to maintain high data quality, including addressing gaps, duplicates and errors.
- Maintain and improve data structures (e.g., spreadsheets, CRM exports, dashboards), enabling analysis at overview and granular levels.
- Use appropriate tools to analyse and visualise data efficiently (e.g., Excel/Power Query, Power BI, dashboards), and document processes to support consistency and continuity.
- Carry out accurate data entry when required, including into funder platforms and monitoring systems.
- Liaise with colleagues across teams (particularly Co-CEOs, Fundraising and Sales & Marketing) to understand their data needs and provide analysis in usable formats.

Impact reporting

- Collaborate with the Evaluation & Impact Manager to produce clear, accurate and timely reporting for internal and external audiences, working together to translate data into insight and narrative.
- Support consistent reporting cycles (quarterly/annual as required), including monitoring returns and KPI reporting.



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- Contribute data and insight to funder reporting, including accurate entry onto funders' platforms and the production of supporting evidence.
- Generate reports at different levels (headline dashboards through to detailed breakdowns) to support operational planning and strategic decisions.
- Work with Fundraising and Sales & Marketing to align impact evidence with funding priorities and communications needs, providing statistics, summaries and insights.

Data Protection compliance

- Lead on Data Protection for the organisation, ensuring compliance with relevant legislation and internal policies and procedures.
- Maintain, implement and regularly review data protection policies, procedures and guidance, ensuring they are practical and compliant.
- Train and onboard staff on data protection requirements, creating accessible 'how to' guidance and providing ongoing support to colleagues.
- Support and advise on appropriate data handling, including lawful bases, consent, retention, deletion and secure storage.
- Work with the Finance & Operations team and external IT provider to review and implement new data security requirements, including mapping software use and implementing new data protection controls.
- Review data protection clauses and data sharing agreements for organisational contracts with third parties especially in relation to tenders and new business.
- Manage subject access requests, data protection breaches, internal investigation & documenting, external responses and organisational learning.
- Liaise with teams to ensure their data practices (including fundraising and communications activity) meet legal and regulatory requirements.

Administration and Legal compliance

- Maintain positive professional relationships with our participants, partners and stakeholders.
- Adhere to Artswork's values and its policies and procedures, i.e. Equalities, Health and Safety, Data Protection, Safeguarding and Environmental policies.
- Be a committed champion for Artswork's Anti-Discrimination Charter.
- Maintain and develop personal skills and knowledge through appropriate training.
- Perform own administrative duties.



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Skills Specification

| Knowledge | Essential | Desirable |
|--|------------------|------------------|
| Knowledge of data collection and evaluation tools and methods | √ | |
| Knowledge of a range of IT applications including Word, Excel, Outlook, PowerPoint and database software, including Excel, Power BI, MS Forms and safe use of AI tools | √ | |
| Knowledge of Big Data and its potential uses within SMEs | | √ |
| Knowledge of SROI and its implementation within arts sector | √ | |
| Knowledge of Data Protection regulations and experience as a Data Protection lead for an organisation | √ | |
| Awareness of access, equity, diversity and inclusivity practice | √ | |
| Knowledge of working in arts organisations, learning settings, place-based approaches and Arts Council England reporting | | √ |
| Qualifications and Training | | |
| Data Protection training within the last 2 years | √ | |
| Access, equity, diversity and inclusivity practice within 2 years | | √ |
| Experience | | |
| Experience of developing and implementing data collection and reporting methods | √ | |
| Experience of using data analytics | √ | |
| Recent experience of being the Data Protection lead for an organisation, overseeing policies and procedures in practice | √ | |
| Experience of delivering Data Protection training | √ | |
| Experience of implementing SROI measurements | | √ |
| Skills | | |
| Excellent and accurate data manipulation and analysis skills | √ | |
| Excellent written and verbal communication skills, with the ability to produce reports and develop insights from data | √ | |
| Ability to manage multiple priorities, work well under pressure and meet deadlines | √ | |
| Ability to use analytical and critical thinking skills to evaluate information and make judgements | √ | |
| Strong interpersonal skills including the ability to collaborate with colleagues and liaise with external contacts | √ | |
| High degree of commitment and flexible approach to working | √ | |
| Ability to work well on own initiative and as part of a team | √ | |
| Attributes | | |
| Creative thinker and problem solver | √ | |
| Takes responsibility for own actions and resultant outcomes | √ | |
| Confidentiality and diplomacy | √ | |
| Sense of professionalism and a pride in the work produced | √ | |
| Willingness to share knowledge | √ | |
| Understands own strengths and weaknesses and committed to personal learning and skills development | √ | |

Accessibility and Flexible Working

Artswork values the diversity of its employees and is committed to creating an inclusive working environment. We help everyone to work in a way that is best for them and have an Adjustments Policy to enable us to support employees by implementing measures that remove barriers and make working easier.

This role is open to flexible working. Artswork's flexible working policy includes compressed hours, flexitime, staggered hours and reduced hours or a combination of these arrangements. We support remote working for all roles.

We welcome requests for adjustments and flexible working at any stage of the recruitment process. These are not considered as part of our scoring or decision making when assessing candidates for the role.

Access, Diversity, Equality & Inclusion

Artswork is committed to the belief that all people are of equal value and that diverse views, skills and attributes should be recognised, nurtured and celebrated within our work. We recognise that discrimination and marginalisation create barriers that limit opportunities and negatively impact disabled people, those with low-incomes and people who experience racism, homophobic and transgender discrimination. We are committed to a social justice approach that recognises the power, creativity and leadership of those that have been under-served and we work to understand and dismantle systemic inequities in our policies, procedures and practices.

www.artswork.org.uk



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