



APPLICATION PACK

DATA & REPORTING ASSISTANT

Speak up. Stay safe. Join us.

July/August 2026

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Welcome from the CEO



The information given to us anonymously, stops criminals in their tracks and ensures justice is served for victims and their families.

We're an independent charity that gives people the power to speak up and stop crime, 100% anonymously.

Crimestoppers provides a voice to the disenfranchised, reaching out to people who want to do the right thing but can't quite bring themselves to talk to the police directly, either out of circumstance or other factors.

Our charity status and guarantee of anonymity encourages people to report what they've seen, know or heard. It helps prevent crime with no repercussions on the individual at all. We are, and always have been, inclusive: we don't judge – we're here for everyone who needs us, anonymously.

The information we are given covers everything from murder and serious assaults, firearms, domestic abuse, modern slavery, to drugs including exploitation and gang violence, we even process time critical intelligence that helps save lives.

Crimestoppers started as a modest phone hotline, now it's a 24/7 service with a national UK Contact Centre staffed by specially trained, non-police staff.

Our promise is clear: **No police. No courts. No witness statements.**

Simply put, there's no comeback. We've always kept our promise of anonymity to the millions of people who have used our service.

If you want to help us reach more people in need, then you might be the person we are looking for.

Best wishes

Mark Hallas, Chief Executive, Crimestoppers Trust.

Our Vision

Everyone has the right to feel safe from crime, wherever they live.

Our Mission

We're an independent charity that gives you the power to speak up to stop crime, 100% anonymously.

Whoever you are, wherever you live, from communities to companies.

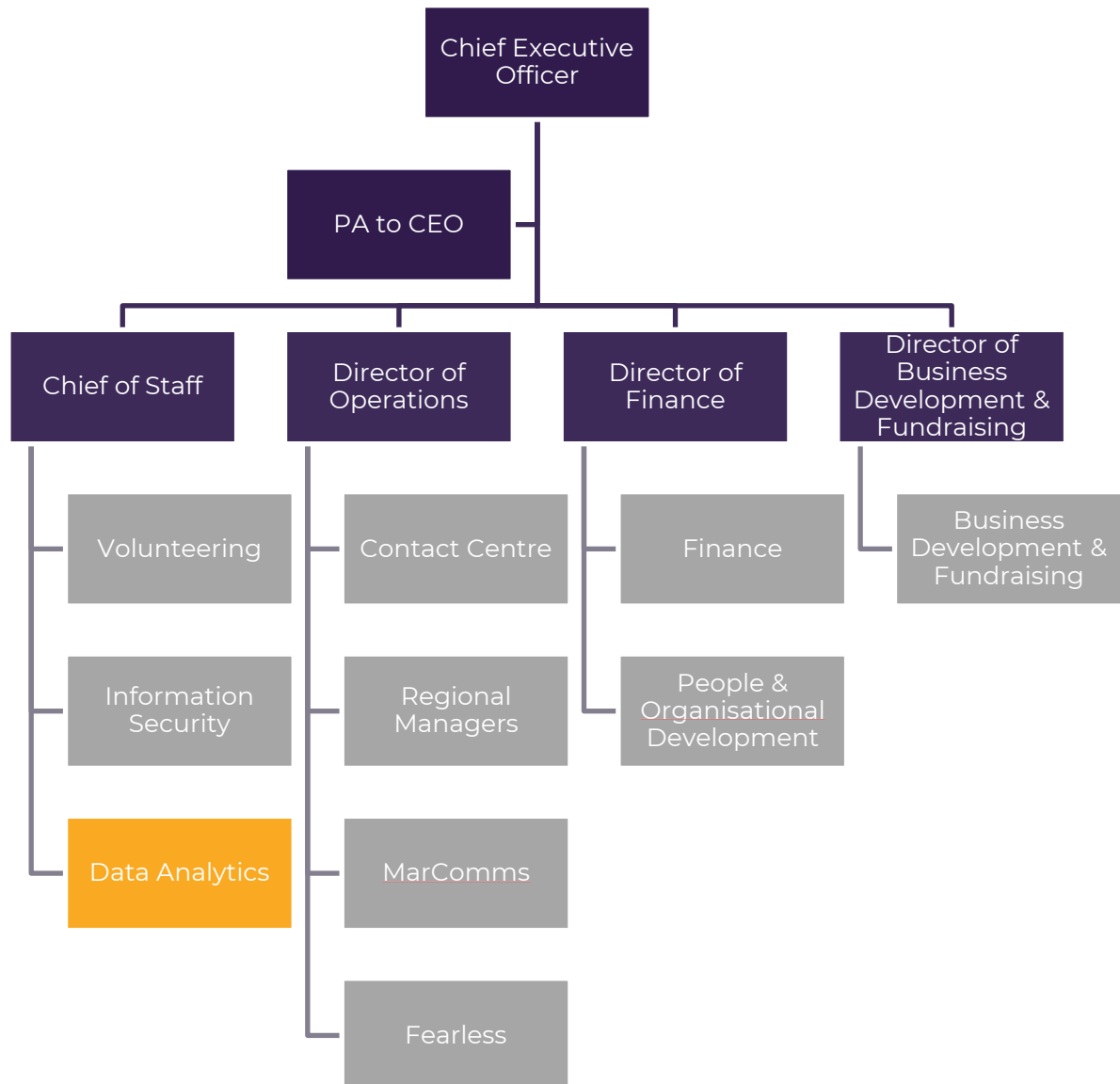
By phone and online, 24/7, 365 days a year.

We also share advice on how to protect the people you care about from crime, so everyone can feel safe.

Our Values

- ▶ We care
- ▶ We're inclusive
- ▶ We're determined
- ▶ We're trustworthy

Staffing Structure



What We Offer

Together we'll be helping to keep people safe, but what else do we offer our employees?



30 days annual leave + 8 bank holidays



3 days paid volunteering leave



Access to benefits platform CS Advantage & Tickets for Good



Employee Assistance Programme - Wisdom



4% pension contributions, with salary exchange option



Life insurance worth x2 your salary



Learning & development pathways and opportunities



Service length rewards at 2, 5 10, 15 years and beyond



Annual social events



Cycle loan scheme and travel loan scheme



Free car-parking



Free annual flu vaccination and eye test

About the Role

Job Title: Data Reporting Assistant

Purpose: A critical role to provide information and insights about the performance of the charity and to inform decisions about our future work.

To maintain the performance data system for Crimestoppers, liaising with all departments regularly to collect, format and present a wide range of information for both internal and external use.

Analyse business data, including that from crime reporting to present useful insights which can support decision making and future plans.

To contribute to the charity's data strategy and propose improvements to the data systems and work with suppliers to develop tools to support reporting.

Reports to: Data Manager

Location: Office based

Contract: Permanent

Salary: £27,818 - £29,000 DOE

Hours: 37.5 per week

DBS required: Yes

Key Responsibilities

- Through research in our database (holding crime information reports sent to police and others) provide campaign statistics and research, including examples of redacted reports for our Regional Managers, Communications and Business Development teams.
- Conduct analysis and present changes and/or trends to inform relationships with national police forces, and the charity's campaigns/community work.
- Produce monthly management information reports for Business Development clients and the Home Office, and other reports relating to performance and disseminations as needed. This includes quarterly reports to support Regional Manager funding.
- Produce monthly performance reports including outcomes from Crimestoppers' Contact Centre and impact feedback from police on arrests and other policing activity.
- Look for opportunities to improve data processing and analytics, working with the Data Manager and suppliers as needed to implement.
- Support other departments to use 'self-serve' and "CS Connect" tools to access data, including making sure they comply with data governance.
- Liaise with internal teams as necessary so all staff are informed and included in changes.
- Support with wider Data Team projects and enhancement to core operational processes across the organisation.

Person Specification



- Able to analyses and present data well, using a variety of tools. (**Essential**)
- Well organised, able to manage a wide range of work from many different sources, with many routine tasks as well as regular requests for support (**Essential**)
- Good communicator, both written and verbal. Able to explain findings of research and data clearly (**Essential**)
- Excellent numeracy and competence in using tools such as Excel and visualization platforms (**Essential**)
- High levels of attention to detail (**Essential**)
- Able to deal with, daily, information about crime, which may be impactful (**Essential**)
- Able to identify and develop tools and processes to improve access to and management of data across the charity (**Essential**)
- Ability to priorities tasks and handle multiple projects to ensure high productivity (**Essential**)
- Knowledge of police, intelligence and investigations. (**Desirable**)

How to Apply

How to apply

Please visit our [careers page](#) and apply directly or through the recruitment platform where you saw this advert.

Closing date

2nd August 2026

Interviews

Successful applicants will be notified after the shortlist process.

More information

To have an informal conversation regarding the role or if you require further details, please email the People & Organisational Development team on **people@crimestoppers-uk.org**