Job Description

JOB TITLE: Impact Data and Reporting Lead

LOCATION: The Office is based near Regent's Park, London and we operate a hybrid working model of a minimum of 2 days in the office if based in London or within the London counties. Remote working, UK wide will also be considered.

SALARY: National Salary: £35,000 pa and London Salary £39,000 pa (inc. £4,000 London weighting).

RESPONSIBLE TO: Head of Impact

RESPONSIBLE FOR: Impact Executive

About King's Trust International

Founded by HM The King, our Royal Founding President, to tackle the global crisis of youth unemployment, King's Trust International (formerly Prince's Trust International) has been supporting young people worldwide since 2015.

Our **vision** is that every young person should have the chance to succeed.

Our **mission** is to empower young people to learn, work and thrive.

Our programmes and interventions are now present in 20 countries within the Commonwealth and beyond, across Asia, Africa, Caribbean and the Americas, the Middle East and Europe.

We are committed to amplifying the voices of young people on the global stage and putting their needs at the very heart of the design and delivery of our work. This complements global efforts to deliver the Sustainable Development Goals, particularly those relating to quality education and decent work.

King's Trust International is committed to representing, at all levels, the global communities, and young people that we serve. We seek to work to the highest quality standards and to ensure the health and safety of all the young people we work with as well as the well-being of our colleagues and partners.

Ways of working

King's Trust International works with local partners around the world to deliver education, employment and enterprise programmes that empower young people to learn, work and thrive. We provide opportunities to develop the skills and confidence to succeed and deliver tangible employment outcomes, supporting young people to build their own futures.

We work with a mixture of governments, NGOs, and corporate partners and employers on our programmes and are increasingly thinking about how we can support the creation of green jobs to help deliver the low carbon transition.

See our website for details of our programmes and case studies celebrating some of the amazing achievements of a selection of young people: [Home | The King's Trust International (kingstrustinternational.org)](https://kingstrustinternational.org)

Purpose of the Role

This strategically important role is integral to King's Trust International in realising its ambition of becoming an insight-driven organisation. The Impact Team aims to be recognized for the collection and analysis of robust and insightful evidence on how our programmes deliver post-programme outcomes for young people across the world. We do this by supplying the organisation and partners with data and guidance on the impact of its interventions and by evidencing and improving the impact of our work with our network of international partners, as well as using wider evidence to understand issues affecting young people.

The role is within the Impact team and includes line management responsibility of an Impact Executive. The postholder will also lead the development of our data systems and act as the Lead on data quality assurance across King's Trust International.

This is an instrumental role that will support the development of the data processes and structure within the programmes team. This role will lead the delivery and review of our existing reporting strategy and implementation of the data infrastructure, develop survey mechanisms and provide operational guidance to the impact team on how to build data processes across our delivery with international partners. This role will identify and manage external relations with other stakeholders such as business analysts, developers and suppliers.

This role will also harness the power of data – through conducting data analysis, transforming data into information using PowerBI and developing an evidence-based culture within the organisation. The role also requires supporting staff to build their confidence in using and communicating data analysis to a range of stakeholders.

This is a stimulating role for an individual who values data and reporting with strong communication skills and would like to apply their knowledge and experience to an international organisation.

Key Relationships

- Impact Team (which this role sits within)
- Programmes Team including Heads of Regions and Project and Programme Managers
- In-country stakeholders and potential partners as required

Key Areas of Responsibility

1. Support the organisation's use of data to improve overall performance; including future proofing of our systems by completing needs analysis and identifying an appropriate future data collection system that can grow with the organisation

2. Support the design of KTI's approach to measuring and reporting impact. This includes managing and designing operational processes and digital infrastructure for collecting, storing and making use of young people data. Seeking out opportunities to improve the organisation's activity by conducting analysis and investigations into areas for potential improvement including data quality assurance.

3. Responsible for the line management of an Impact Executive, performance management and objective setting in line with strategic objectives.

4. Support the development of improved data-led processes and quantitative research to uplift the quality of evaluation and research work
   - ➜ To lead on data analysis and presentation, internally and externally, continuously driving improvements in KTI's use of data

5. Overseeing the roll-out of KTI data management system using GitHub and Python.

6. Further develop and enhance the use of Business Intelligence tools (PowerBI) across the organisation.

7. Maintaining documentation of data usage across the whole of KTI and effectively using PowerBI to present and showcase data in a dynamic and fluid way. Supporting in the development of internal dashboards and intelligent reporting systems capable of interrogating our data

8. Work closely with the Head of Impact to evaluate our programmes and the organisation's activity by conducting analysis and investigations into areas for potential improvement

9. Identifying, collating and presenting data in an appropriate format for different audiences and to support writing of evaluations and impact reports for internal and external audiences based on our data

10. Ensure accurate and timely reporting to internal and external stakeholders including Senior Leadership team, Board and funders.

11. Responding efficiently to data-based requests and queries from other departments and external stakeholders

12. Ensure that delivery teams, working groups and Senior Leadership Team have access to information to support timely decision making; this will include supporting the collection, cleaning and storage of performance and survey data across the organisation

13. Monitoring data and analysing information to highlight performance, flag concerns and provide evidence to guide strategy

14. Act as lead relationship holder for external survey platforms and manage use of the platform across KTI.

15. Support the organisation's data protection protocols

General

- To take on additional responsibilities as the role develops or as required.

- To have a keen understanding of cultural issues and be a champion of promoting diversity and inclusion in your work, modelling our values internally and externally alongside fostering KTI values and standards.

KTI is committed to ensuring its workforce is inclusive and diverse and has an equitable and accessible work environment that fosters a culture of belonging and support. If this role is of interest to you but you think your current skills or experience may not align perfectly with the criteria below, we encourage you to still apply.

PERSON SPECIFICATION	
Skills and Knowledge	Working knowledge of business intelligence tools (such as Power BI or Tableau)
	Well-developed IT skills, including a good understanding of using Excel for data analysis
	Good reporting & data management skills
	Relationship management skills: the ability to establish effective working relationships with people at all levels, internally and externally
	Understanding of data protection principles and GDPR
	Understanding of evaluation principles, and quantitative analysis applied monitoring and evaluation.
	Excellent communication skills, orally and written with an ability to talk confidently to a wide range of people and diverse audiences with the ability to write clearly and concisely and in a range of formats for different audiences.
	Excellent interpersonal, skills, including the ability to work with a wide range of external and internal stakeholders from different backgrounds.
	Excellent planning and organisational skills and the ability to manage multiple priorities, both independently and within a team
	Excellent planning and organisational skills and the ability to manage multiple priorities, both independently and within a team
Experience	Experience of analysing quantitative and qualitative data, including working with large datasets on Microsoft platforms and Python code spaces. We require an understanding on Phyton not a complete fluency.
	Experience conducting statistical analysis and applying business
	Experience of developing a data warehouse and tailoring processes for different audiences (i.e. delivery partners, internal teams, etc.)
Competencies and Behaviours	Ability to work on own initiative to achieve agreed aims, targets and objectives and find creative solutions to problems
	Ability to stay calm and work effectively under pressure, demonstrating resilience in challenging situations and locations.
	An understanding of KTI's values and behaviours with a commitment and strong awareness and understanding of equality, diversity and inclusion and the ability to demonstrate these in your work and interactions.

OUR VALUES

Our values are at the heart of everything we do – they articulate who we are and how we work together to achieve our aims to help young people.

Youth-centred	Nurturing partnerships	Impact	Diversity	Honesty	Integrity
We believe in placing youth at the centre of all activities and decisions	We value robust relationships based on mutual trust and respect	We focus our passion and attention on what we believe will create a positive impact	We understand, value, and promote diversity of experience and thought to enable our staff, partners, and young people to thrive and achieve their full potential	We value sincere, authentic, and straightforward communications and behaviours	We believe in applying strong morals, high standards and ethical principles to our work

King's Trust International is committed to equality, diversity, and inclusion. We are committed to having an organisation that is representative of the communities we serve and are committed to our workforce being diverse in age, gender identity, sexual orientation, physical or mental ability, ethnicity, socio-economic background, and perspective. We want to ensure that everyone can be their authentic selves at work.

We are a Race at Work signatory and a Disability Confident employer. Our staff and volunteers are supported by various groups in conjunction with King's Trust (PT): KT CAN (our Cultural Awareness Network), KT GEN (our Gender Network), KT DAWN (Disability & Wellbeing Network) and Pulse (LGBTQ+ Network).

THE WELFARE OF OUR YOUNG PEOPLE

King's Trust International is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to a basic Disclosure and the successful applicant will be asked to undertake this as part of our onboarding. We will also require the successful applicant to complete a medical questionnaire. Having a criminal record will not automatically exclude applicants.