



<b>Job title:</b>	Impact and Insight Officer
<b>Location:</b>	Remote working in the UK
<b>Responsible to:</b>	Senior Impact and Evaluation
<b>Salary:</b>	£26,600 per annum
<b>Contract type:</b>	Full-time, 37 hours a week
<b>Closing date:</b>	Friday 14 June 2024 at midday
<b>Interviews:</b>	We will be interviewing on a rolling basis so please apply ASAP

### **Who we are**

Speakers for Schools is the largest social mobility charity in the UK. We help to level the playing field between state and independent schools by giving all young people access to the same prestigious networks available to the top fee-paying schools.

We believe that by inspiring young people to explore their ambitions through our speaker programme, facilitating access to multi-day experiences of the world of work, and supporting young people to successfully seize opportunities available to them, then we can make a profound difference to the lives of young people, their future happiness and prosperity.

By 2028, our ambition is that every young person in the UK has access to high quality work experience. Yet today, less than half of young people leave secondary school having had any work experience whatsoever.

### **Role Summary**

The Policy, Research and Impact Directorate ensures that the Charity is evidence-led, impact-focused, and continuously improving the quality of our programmes. Through our policy, research and investigation work we shine a light on barriers to success, to influence changes to Government policy and practice; through our impact work, we strive to deepen our understanding of the difference we have on life-chances of young people, and the combination of interventions that best enable them to successfully seize employment opportunities, post-school; through quality assurance of programmes, we ensure that the organisation and partners have a common understanding of best practice and the insights to continuously improve.

## **Key Duties / Responsibilities:**

### **Strategic Purpose:**

- Coordinate the collection and management of data related to our projects, programmes, and initiatives.
- Develop and maintain databases, spreadsheets, and other systems to organise and track relevant insight and information.
- Conduct basic analysis of quantitative and qualitative data to identify trends, patterns, and insights.
- Assist in the preparation of regular reports, presentations, and dashboards summarising key findings and outcomes.
- Collaborate with programme staff to ensure data is collected consistently and accurately according to established protocols.
- Stay up to date with relevant research and policy activity and provide support where necessary

### **Engagement:**

- Support program staff in interpreting data and using insights to improve programme design and implementation.
- Build and maintain strong relationships with a diverse range of internal stakeholders, including the Programmes and Delivery Directorate, Development Directorate, the Fundraising team, Marketing and Communications
- Collaborate with the Data Compliance team to ensure adherence to data integrity and security standards

### **Delivery:**

- Conduct regular checks and audits to ensure data quality, completeness, and integrity.
- Work with teams to address any discrepancies or issues identified during data collection or analysis.
- Develop and implement processes for data validation and verification to improve accuracy and reliability.
- Coordinate between programmes and support the impact evaluation process, ensuring effective data collection and analysis to support evidence-based decision-making
- Ensure timely and accurate execution of impact reporting, both quarterly and year-end, to inform strategic decision-making
- CRM and data management, inputting new data and maintaining existing records regarding placements and contacts.
- Represent and work to our values as, fostering a culture of positivity, support, respect, and inclusivity, while taking personal responsibility for their attitude, performance, and development
- Adherence to data compliance, standards, guidelines, and best practices to ensure our data integrity and consistency.

- Ensure safeguarding best practice is enshrined in all organisational activity.
- Undertake any other duties as appropriate to this role.

*Note: This job description is intended to convey information essential to understanding the scope of the role. It is not intended to be an exhaustive list of responsibilities and duties required.*

## **Skills / Experience / Knowledge:**

### **Essential**

- 1-2 years' experience in a similar role working on impact & quality evaluation
- knowledge and experience of both quantitative & qualitative research and evaluation methods, tools and techniques
- Highly numerate and computer literate, including advanced Microsoft Excel and PowerPoint skills, as well as a wider range of project management, CRM and internal communication tools
- Experience in analysing, interpreting and presenting data
- Strong verbal and written communication skills
- Able to work both collaboratively with other teams and independently
- Able to develop and lead strong internal and external relationships
- Proactive and positive problem solver, self-starter and start-finisher

### **Desirable**

- Experience in creating basic data visualisations and dashboards in packages like PowerBI
- Familiarity with product and programme improvement through data
- Experience in designing programme accreditation or digital badging
- Skill in developing training and professional development programmes to build the capacity of staff and partners to contribute to impact and quality efforts.
- The ability to identify innovative approaches and technologies that can enhance impact and quality

## **Speakers for Schools Values**

**PASSION:** We are committed to levelling the playing field for young people across the UK, creating social mobility and tackling disadvantages.

**AGILITY:** We challenge our ideas of what is possible in order to better meet the needs of those we support. We are human, make mistakes, learn, evolve and adapt.



- INTEGRITY:** We act with empathy and bring our authentic selves to work every day. We value and respect the talent, time and intentions of those we work with.
- COLLABORATION:** We are one team with one mission and only by working together can we deliver better outcomes for young people. We support each other unconditionally and feel motivation in shared success as well as individual progress.
- DIVERSITY:** We know it takes people with different ideas, strengths, identities, interests, and cultural backgrounds to make our organisation succeed. We encourage constructive debate and critical friendship.

### **Benefits offered at Speakers for Schools:**

- 25 days annual leave plus bank holidays
- Morning of your birthday off
- Pension scheme
- 3 voluntary days per year
- Wellbeing programme
- Enhanced maternity/paternity/adoption package
- Subsidised office furniture
- Perkbox
- £500 a year training allowance

### **Diversity at our core**

Speakers for schools is committed to an inclusive and accessible recruitment process and encouraging equality and diversity among our workforces. As a Disability Confident Employer, we acknowledge that some candidates may require additional support to overcome barriers experienced during the application process. If you require any reasonable adjustments to support your application or interview, please reach out to us via [recruitment@speakersforschools.org](mailto:recruitment@speakersforschools.org)

### **The Application Process:**

Please apply as soon as possible by submitting your application through our [recruitment portal here](#).



The deadline to submit your application is **Friday 14 June 2024 at midday**. Please note that we reserve the right to close this advertisement early if we receive a high volume of suitable applications

**We will be interviewing on a rolling basis, so please apply as soon as possible to avoid disappointment.**

Please note that we reserve the right to close this advert early if we receive a high volume of suitable applications.

Speakers for Schools is committed to safeguarding the young people we work with and expects all staff members to share this commitment. Appointees are subject to a DBS check. Having a criminal record will not automatically exclude applicants. You are also required to have the Right to Work in the UK for this role.

If you have not heard from us two weeks after the closing date, please presume your application has been unsuccessful.