

JOB DESCRIPTION



Job Title: Data, Insight and Impact Lead

Last review date: September 2026
Line Manager: Head of Programmes and Business Development
Base of Work: Hybrid, minimum 1 day per week at the Community Impact Bucks Office
Hours: 16 hours per week
Salary: £32,000 fte (£14,629 actual salary)
Contract: Permanent

About the Charity:

Community Impact Bucks is a charity that uses its expertise to deliver, support and empower positive change for local charities, communities and people. Our mission is to enable and develop strong and vibrant communities in Buckinghamshire.

We support charities, communities and volunteers to be the best they can be by:

- Building capacity empowering sustainable not-for-profit organisations and communities through practical support and development.
- Enabling volunteering through Volunteer Bucks.
- Developing partnerships and collaborations to influence change.
- Delivering community-based services and projects to help people stay connected and independent.
- Providing leadership and advocacy strengthening our sector's voice and influence.

At the heart of Buckinghamshire's communities, Community Impact Bucks is a locally rooted charity committed to helping communities and charities thrive. Our impact is made possible by a passionate and committed team who believe in the power of local action and understand the places and people they serve.

We expect all staff to deliver activity within Buckinghamshire's communities and to bring local knowledge, relationships and contextual understanding to ensure our support is relevant, inclusive and community-led.

Job purpose

Understanding and demonstrating our impact is central to our ambition to grow and develop as a leading charity in Buckinghamshire. Using data, insight and digital tools to improve services, demonstrate impact, shape new opportunities and support evidence-based decision-making is a key priority in achieving our strategic ambitions over the next five years.

The Data, Insight and Impact lead will strengthen how we collect, analyse and apply learning across our programmes, enabling the organisation to make informed decisions and communicate our value clearly.

Working with the Head of Programmes and Business Development, the role will lead and support the organisation's approach to insight, monitoring, evaluation and impact, ensuring that data and

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learning are used effectively to demonstrate value, improve services, inform strategy and strengthen funding and partnership opportunities.

KEY RESPONSIBILITIES & ACCOUNTABILITIES:

	• With the Head of Programmes and Business Development, lead the development and implementation of improvements to data, insight and impact reporting across programmes and services • Design and produce reports, dashboards and data visualisations, and support team members and project leads to develop their ability to produce their own reports for managing key service data • Promote a culture of learning, reflection and evidence-informed practice across the organisation • Support data quality, consistency and GDPR compliance across the organisation's data and reporting systems. • Support the management, analysis and reporting of monitoring data across projects and programmes • Identify improvements for how we collect and use data effectively • Stay abreast of emerging technologies that support evidencing impact, data and insight collection • Lead the collection, analysis and presentation of impact data and insights for annual reporting Work closely with project delivery teams to ensure we collect and use the right data effectively, meeting the requirements of funders • Developing an in-depth understanding of the charity's work and reporting requirements • Keeping up to date on best practice within the charity sector and the role of data to evidence impact, including changes to key reporting requirements for the charity sector
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All duties and responsibilities should be carried out in accordance with agreed policy and procedures, in particular the policies on Equality, Diversity and Inclusion and Health and Safety.

PERSON SPECIFICATION:

	Essential	Desirable
About you	A self-starter who is able to plan ahead and manage your own time. Have a flexible approach, willing to try new things and test effectiveness. Enthusiastic, committed and customer focused.	

	A team player with a positive, solution-focused approach. Able to work outside normal office hours on occasion. Innovative and interested in new ways of capturing and using digital tools to be efficient with data and evidencing impact.	
Knowledge, skills and abilities	Experience with data analysis, data capture and building engaging interactive dashboards and reports. Experience of monitoring, evaluation and impact measurement. Strong attention to detail, with experience of checking, validating and improving data quality. Understanding of data quality assurance, validation and quality-control processes. Advanced Excel skills, including analysing and manipulating large datasets, using formulas, pivot tables, lookups and data validation techniques. Good analytical and reporting skills. Innovative – new ways of capturing and using digital tools to be efficient with our data. Collaborative and comfortable working with service delivery teams to translate complex data and information into monitoring and evaluation reports. Able to translate data analysis into impact and storytelling for different audiences. Ability to work to tight deadlines. Good understanding of data protection requirements and GDPR. Comfortable working with ambiguity and evolving service needs.	Knowledge of funder reporting requirements

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Experience	Experience of managing, validating and analysing complex datasets to ensure data accuracy, quality and integrity. Experience of producing accurate reports, dashboards and performance information from multiple data sources. Experience using CRM, database or case management systems to capture, manage, analyse and report on data (e.g. Salesforce). Experience of monitoring, evaluation and impact measurement.	Experience working within the VCSE sector. Experience designing and running customer feedback mechanisms.
Education and qualifications	Qualification or equivalent relevant experience in data analysis, research, monitoring and evaluation, statistics or a related field.	Relevant professional qualification or training in data analysis, business intelligence, data management, statistics, monitoring and evaluation or a related field.
Other work-related requirements	Willing to learn new skills. Ability to attend the office as required and to meet any travel requirements of the role. Commitment to Community Impacts Bucks' values: Integrity, Respect, Inclusivity, Innovation and Passion.	