YOUNG ENTERPRISE JOB DESCRIPTION Impact and Insights Officer	
Job Title	Impact and Insights Officer
Department	Impact and Insights
Salary	£30,000 per annum
Pay Grade	4
Hours	Full-Time, 37.5 hours / 5 days per week (1.0 FTE)
Reporting to	Senior Impact and Insights Manager
Contract Type	Permanent
Direct Reports	None
Location	Hybrid (Working from our Central London or Oxford Office a minimum of 8 days a month)
Who We Are	We're Young Enterprise – a national charity with a bold mission: to give every young person the skills, confidence, and mindset to thrive in the changing world of work. For over 60 years, we've empowered more than 7 million young people through hands-on enterprise and financial education programmes. Whether it's launching a student business or learning how to manage money, we help young people develop key life skills—teamwork, leadership, problem-solving and resilience. We're a passionate, down-to-earth team of 90+ staff and 2,000+ volunteers who believe that every young person, regardless of background, deserves a fair start in life.
Job Summary	We are looking for a proactive impact and insight professional who is enthusiastic about improving life chances and prospects for young people, with a particular emphasis on supporting those who face barriers to fulfilling their potential. Your role will be central to providing the insights and evidence we will rely on to unlock opportunities and offer the best possible support for young people as we enter our seventh decade.
Roles and responsibilities	Your role will involve: • **Collating and monitoring data:** We deliver over 15 programmes and services across YE, spanning a range of topics and audiences, each generating registration data, survey responses and other targeted evaluation evidence. You will support colleagues with data collection, reporting and the production and population of operational dashboards, to strengthen governance and enable informed decision-making. You will help build consistency and quality assurance across datasets, monitor incoming data for completeness and accuracy, and resolve or escalate issues as required. You will also carry out routine data cleaning, validation and quality checks, and respond to colleague queries relating to data and impact. • **Survey creation and analysis:** Much of YE's impact and insight is derived from analysis of surveys conducted around the programmes we run. You will be familiar with setting up and managing quick-turnaround surveys and polls (using tools such as Smart Survey, Jotform etc), and comfortable filtering and analysing large volumes of quantitative and qualitative data. • **Synthesising and communicating insights:** You will analyse and distil findings from data and research generated through multiple sources, considering the implications for YE and articulating insights for colleagues. You will be comfortable drafting high-quality written content and presenting in person / online, including regularly producing clear, written briefing notes focused on areas of interest. • **Research understanding and techniques:** You will contribute to research projects with internal colleagues and external research bodies, using your experience in this area to help develop YE's evidence portfolio. • **Creative thinking and innovation:** You will seek out creative solutions to data collection, and take a creative approach to data interpretation, including visual storytelling through use of charts and infographics.

	• **External reporting and dissemination:** You will work closely with colleagues to ensure monitoring and evaluation required by external funders is on track and reported appropriately. You will also work closely with the Senior Impact and Insights Manager to develop content and opportunities for YE to promote our impact externally. • **Cross-organisational collaboration:** You will take part in cross-organisational initiatives and support internal processes. Your role will involve acting as day-to-day research and insights contact for YE. This is a fast-moving role which will require you to have a flexible approach and ability to work independently, with support from other members of the Impact and Insights team, as well as close working with colleagues from other functions. The role will require occasional travel to schools and other event venues across England and Wales, with work-related expenses and travel costs paid by YE.

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your role within the charity and its overall objectives.

Skills, Knowledge & Experience	
Essential Skills	• Confident user of IT and standard MS Office packages, e.g. Word, Outlook and Excel • Strong organisational skills with the ability to manage a varied workload within agreed deadlines • Ability to interpret and communicate complex information in a clear and engaging way to stakeholders from different backgrounds • Experience of contributing to research projects • Understanding and track record of using different qualitative and quantitative social research approaches and methods (e.g. surveys, interviews and focus groups) • Excellent written and verbal communication skills • Strong interpersonal skills with the ability to work collaboratively • High levels of self-motivation, initiative and ability to work autonomously and flexibly • Awareness of the guidelines and legislation around confidentiality and working with sensitive information, and the necessity to follow YE policies and procedures • An awareness of safeguarding and a willingness to undertake training and ensure YE's safeguarding policy is adhered to at all times
Desirable	• Experience of data reporting and operational dashboard management • Experience using software to facilitate monitoring, evaluation and learning, e.g. online surveys, pivot tables, automated reports, etc • Experience using applications to enhance data capture and analysis, e.g. Power Bi, Tableau, AI software • Experience applying quantitative and qualitative research methods in real-world settings • Knowledge of theory of change, logical frameworks, performance measurement frameworks and other M&E approaches • Knowledge of education policy and related issues affecting children and young people • Knowledge of deprivation metrics (e.g. Index of Multiple Deprivation and Free School Meals) used in education-related research • Degree or equivalent in relevant discipline (e.g. social sciences, education) • Experience of commissioning and managing externally commissioned suppliers • Experience of developing research proposals, including those involving external partners, within the education sector and/or the charitable sector

Young Enterprise Core Values

Unlocking Potential
Recognising and developing the potential of all - in our organisation, in the young people we champion and the stakeholders we work with.

One Team
Working together effectively to achieve our goals.

Enterprising and Resilient
Embracing change, innovating, adapting and responding to challenges and opportunities.

Creating Great Impact
Aiming for the biggest impact on young people and their educators.

All YE Staff are expected to model these values at all times.

Keeping Young People Safe

Safeguarding is the action that is taken to promote the welfare of children and vulnerable adults and protect them from harm.

At Young Enterprise, we take our commitment to safeguarding children and vulnerable adults seriously. We design our roles, programmes and services with safeguarding in mind; conduct thorough checks on new employees in line with UK safeguarding legislation; and ensure that our people have the safeguarding knowledge and skills they need to do their role, and are supported to regularly refresh their training.

All successful applicants in eligible roles that involve contact with young people will need to undertake an enhanced DBS (Disclosure and Barring Service) Check prior to starting in the role, and at subsequent 3-year intervals. In addition, no Young Enterprise employee will at any point be unaccompanied while in the presence of children under the age of 18.

In line with the Rehabilitation of Offenders Act 1974, in the vast majority of cases DBS checks which contain information on previous convictions will not disqualify an individual from working with us. If you have any questions please contact the Young Enterprise HR Team at hr@y-e.org.uk.