
Data Analyst

Deadline for applications: 23:59 on 3 November 2024

We hold power to account, protect the environment and ensure no one is left behind.

Key Details:

Salary: £39,600 per annum with generous benefits including 25 days annual holiday plus public holidays, enhanced pension contribution, private medical health insurance, life assurance and flexible/hybrid working.

Hours: 35 per week over 5 days (we would also consider applicants who wanted to do 4 days a week on a pro-rata basis)

Contract type: This is a full time role. Some flexibility on hours may be available.

Location: Hybrid working with office in central London and options for flexibility to work from home. The postholder will be expected to attend our central London office regularly.

About the role:



Reporting to the Data Manager, you'll collect, organise, study and communicate supporter and campaign data to provide insights to help colleagues across Good Law Project win campaigns and cases.

The full job description, personal specification, Good Law Project values and structure chart can be found in this job pack.

What we're looking for:

- Experience working with relational datasets, Google Analytics 4 (or Adobe), spreadsheets and a data visualisation tool.
- Proficient using tools to clean, manipulate, and analyse data effectively.
- Strong communication skills and the ability to explain complex data findings to non-technical stakeholders and collaborate effectively with team members.
- Ability to create clear and informative data visualisations (e.g., graphs, charts, dashboards) that tell compelling stories.
- Project management skills to plan and prioritise tasks, meet deadlines, and ensure the successful execution of data analysis projects.
- Working knowledge of current data protection legislation to ensure that your work is fully compliant with all GDPR requirements and where to seek additional guidance.
- Experience using scripts to query datasets.

Interview details:

We intend to hold interviews for shortlisted candidates in person at our **London office on Wednesday 20th November (PM) and Thursday 21st November (AM)**. There will be a **task** during the recruitment stages. If you cannot make these dates, please let us know in your application. It's important that you check your junk mail for emails from Good Law Project as well as your main inbox.

Encouragement of equal opportunity and reasonable adjustments: We welcome and encourage applicants from all backgrounds and do not discriminate on the basis of age, disability, LGBTQ+ or relationship status, pregnancy and maternity, race, religion and belief, sex or social class. We particularly welcome applications from racialised ethnic groups and/or those with lived experience of disadvantage.

We guarantee to interview all applicants who have a disability provided they meet all of the essential experience detailed in the person specification for this role (page 11). If this applies to you, please provide details of your disability in your online application, along with any adjustments or special arrangements that you need to help you with during the recruitment process and/or for an interview.

What we do:

- Good Law Project (GLP) is a not-for-profit campaigning organisation which holds power to account and fights for a fairer, greener future. We believe in people-powered justice.
- We had a primary role in overturning the prorogation of Parliament in 2019. We successfully challenged the Government's operation of a fast track 'VIP lane' for awarding lucrative PPE contracts to those with political connections and our campaigning played a key role in the Met Police opening an investigation into Boris Johnson over the Partygate scandal. In July 2023, we forced the Government to accept that its flagship Net Zero strategy is unlawful and to develop a better plan.
- Our close-knit team of staff work across three core areas: campaigning, legal and operations. We are nimble and reactive to external events which means Good Law Project suits people who thrive in a fast-paced, at times quite pressured environment. You must share our passion for upholding democracy, protecting the environment and ensuring no one is left behind. Our culture is one of openness and innovation which encourages all staff to pitch ideas and influence the organisation's direction. We are brave, honest and decisive – those are Good Law Project's values. We recognise the value of our employees, individually and collectively, and are committed to investing in their welfare and development.
- See our [website](#) for more about what we do.

Job description:

Job title: Data Analyst

Job Purpose: You'll collect, organise, study and communicate supporter and campaign data to provide insights to help colleagues across Good Law Project win campaigns and cases.

Reports to: Data Manager

Responsible for: n/a

Job description:

Duties and key responsibilities:

As part of a data team of three you'll work to build a data platform that helps Good Law Project win campaigns and cases. You'll do that by doing the following:

- Data analysis. You'll use basic statistical techniques to analyse supporter and campaign data and synthesise findings into insights that improve performance.
- Data modelling. You'll produce data models and understand where to use different types of data models.
- Data preparation. You'll identify appropriate ways to collect, collate and prepare data for analysis from a range of systems. You'll decide if data is accurate and fit for purpose and prepare and cleanse data with limited guidance.
- Communicating insights. You'll communicate insights about our supporters and our campaigns with technical and non-technical stakeholders so that they can understand and use them. To do this you'll use the most appropriate medium to visualise data to tell compelling stories to stakeholders.

Job description:

Duties and key responsibilities:

- Self-Service Analytics. You'll be responsible for our data hub which contains all of the self service analytics tools our colleagues use (at the moment in Looker Studio, Matomo and Salesforce). You'll edit and add tools to meet internal needs.
- Training. You'll develop a package of engaging and effective training/onboarding programmes, that drive adoption of analytics and insights.
- Working within the data team. You'll be part of a small team that's responsible for all of our data governance and processes.
- Support our data systems. You'll work as part of a small team to respond to problems in databases, data processes, data products and services as they occur.
- Manage suppliers. You may lead supplier relationships, overseeing Service Level Agreements

Job description:

General responsibilities:

- Be flexible and carry out other associated duties as may arise, develop or reasonably be assigned in line with the remit of the position.
- Actively support and embed Good Law Project's values and its positive culture in your professional practice at all times.
- Abide by all organisational policies, codes of conduct and practices and legal requirements.
- Support and promote inclusion, diversity and equality of opportunity in the workplace.
- Treat with confidentiality any personal, private or sensitive information about individual organisations, clients, donors and supporters, staff and projects.

Person Specification:

Essential experience:

- Experience working with relational datasets, Google Analytics 4 (or Adobe), spreadsheets and a data visualisation tool.
- Proficient using tools to clean, manipulate, and analyse data effectively.
- Strong communication skills and the ability to explain complex data findings to non-technical stakeholders and collaborate effectively with team members.
- Ability to create clear and informative data visualisations (e.g., graphs, charts, dashboards) that tell compelling stories.
- Project management skills to plan and prioritise tasks, meet deadlines, and ensure the successful execution of data analysis projects.
- Working knowledge of current data protection legislation to ensure that your work is fully compliant with all GDPR requirements and where to seek additional guidance.
- Experience using scripts to query datasets.

Person Specification:

Desirable experience:

- Experience using Salesforce or another CRM.
- Experience of using machine learning to produce predictive models.
- Using SQL to confidently query datasets.
- Experience of using a coding language (such as Python or R) for statistical analysis.
- Experience using Google's Looker Studio for data visualisation
- Experience with user journeys, user personas, or audience segmentation
- Experience of applying statistical tests to assess data

Person Specification:

Skills and Abilities:

- Commitment to a high standard of professional behaviours, including collaboration, honesty and integrity.
- Strong creative and critical analytical skills, and an ability to grasp quickly new concepts and areas of the law with an openness to learning new ideas.
- Self-motivated with ability to work unsupervised, and can also work cooperatively as part of a team.
- Accurate and thorough, with attention to detail.
- Flexibility and adaptability in attitude and approach to work, with a willingness to ‘muck in’ and support the team with whatever might arise, working towards a common objective.
- Strong spoken and written communication skills which engage colleagues and stakeholders, encouraging understanding and participation.
- Self-confident and able to take initiative in areas of responsibility.
- Ability to manage multiple demands while consistently meeting deadlines.
- IT skills in core business applications
- Strong interpersonal skills e.g. approachable and able to demonstrate empathy while being clear about boundaries and organisational requirements.
- Ability to problem-solve difficult situations and deal with them calmly and effectively.

Person Specification:

Education/Training/Qualifications:

- We do not require specific qualifications for this position – as long as your experience speaks to the requirements of the role, we are interested to hear from you.

Other Requirements:

- Commitment to the core values and ethos of the Good Law Project – see below.
- Commitment to anti-discriminatory practice and equal opportunities and an ability to apply awareness of diversity issues to all areas of work.
- Interested and motivated to further own skills and knowledge.

Our Values

Brave:

- We are brave and bold.
- We are fearless of those we take on and the issues we confront.
- We challenge injustice where we see it, even if the odds are stacked against us.
- We take strategic risks and are open to the possibility of failure.
- We challenge each other when it's in the best interests of Good Law Project, even if it's uncomfortable.
- As employees we step into more responsibility outside of our comfort zone.

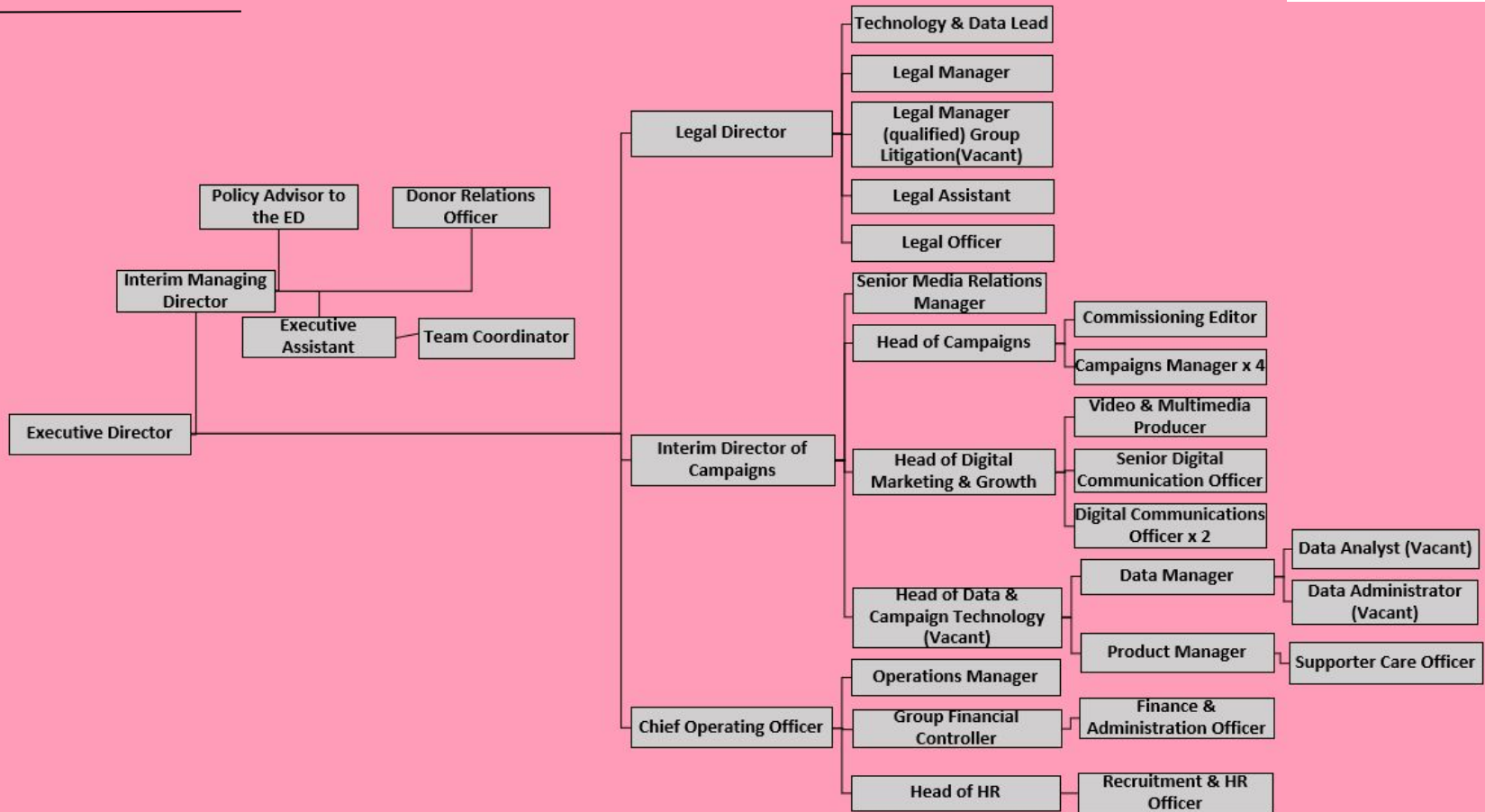
Honest:

- We are honest, open and trustworthy.
- We default to transparency both internally and externally.
- We proactively share information.
- We hold our hands up if we get something wrong.
- We are candid about our successes and about our failures.

Decisive:

- We are decisive, nimble and responsive.
- We are responsive to the changing world.
- We take decisive action to turn ideas into reality.
- As individuals, we are flexible to the needs of the organisation.
- We balance processes and outcomes, recognising that good processes are more likely to deliver good outcomes.

Structure Chart



For any questions, please email: jobs@goodlawproject.org

Apply [here](#):

We reserve the right to close this vacancy early if we receive a high volume of applications.