



**Wyc|iffe
Bib|e
Trans|ators**

Data & Insights Officer

Would suit: A curious and analytical individual, who has a great eye for detail. You will be someone who is keen to learn new skills and who enjoys working on a variety of tasks with people from different teams.

Salary: £26,000 - £29,000 + benefits

Location: Home based or the option of a desk at our office in Oxford. We work when and where we do our best work

Hours: Full-time (37.5 hours per week). Permanent.

Reporting to: Pip Low, Fundraising Insights & Operations Manager

Closing date: Thursday 27 August at 9am

Interview date: Interviews will be held in Oxford on Thursday 10 September

How to apply: See [below](#)

Benefits:

- 33 days' annual leave, including bank holidays (pro-rata)
- Employer pension contributions up to 7.5%
- Fully employer-funded life assurance
- 24/7 employee assistance programme
- Tax-free home-working allowance
- Family-friendly employer
- Monthly in-person team days in Oxfordshire or the Chilterns (expenses covered)
- Hot-desking facility at Oxford office
- Fully paid-for professional development opportunities.

Job description

Welcome from your potential manager

I've been part of Wycliffe's Church and Supporter Relations team for five years, and it's been incredible to watch our impact grow over that time. Leading our Fundraising Operations team, I oversee our supporter CRM (Salesforce), reporting, data insights, and campaign mailing selections.

This role is a brilliant opportunity to learn the ins and outs of how a charity operates. You'll be joining an operational team that provides essential support—delivering a real impact for our fundraising colleagues, our supporters, and our overall mission. Collectively, we are all driven by a desire to see a world where everyone can know Jesus through the Bible, and it's deeply rewarding to know the part we play helps make that happen.

We're looking for someone who is eager to learn and excited to be mentored and developed in their career. You'll have strong numeracy skills, be analytical, curious, and detail-oriented, with a real knack for picking up new skills and using modern tools—including AI—to help improve the way we work. Having the right mindset and enthusiasm and aptitude to learn matters far more than formal job experience.

If you're interested and would like to have an informal chat before applying, I'd love to hear from you. Please feel free to call or email me using the details below.



Pip Low

Fundraising Insights and Operations Manager

plow@wycliffe.org.uk

01865 415878

Key responsibilities

1. Producing data to ensure our mailings go to the right people on time

- Working with internal stakeholders and external mailing houses
- Segmenting the data so that individuals receive the messages most relevant to them, whether by post or by email
- Process data and prepare our mailings in a way that is compliant with data protection regulations and aligned with Wycliffe's Christian values and biblical stewardship*

2. Communicating data to inform decision making

- Generating easy-to-read reports and dashboards (and helping colleagues create their own) that tell a clear story, that show progress against targets, and highlight emerging trends
- Utilising modern AI tools to assist with formula writing, data cleaning, automated summaries, and trend identification
- Updating monthly performance reports and preparing charts to inform senior leadership and the Board of Trustees
- Interpreting and understanding the data in the context of Wycliffe's mission and audience*

3. Data quality and database management

- Keeping data accurate and consistent across our systems through routine data quality checks
- Running essential checks against opt-out databases (e.g. Telephone Preference Service) to comply with Data Protection and other regulatory requirements, as well as aligning with Wycliffe's values around truthfulness, privacy, and stewardship*
- Importing and exporting data efficiently to support fundraising activities
- Exploring opportunities to automate repetitive data tasks using workflows and smart digital tools to save team time

4. Salesforce Development & support

- Support other members of the team in the role of Salesforce Administrator including tasks such as creating new users and basic back-end tasks.
- Support Salesforce users with troubleshooting and training as required
- Encourage and support the Fundraising Operations team through prayer for each other and for troubleshooting issues*

5. Other responsibilities

- Investing in your own professional growth with supported learning and skills development
- Participate in and occasionally lead daily staff prayer meetings*
- Carry out other duties, projects and responsibilities as required

Person specification

Experience and knowledge of:	Essential	Desirable
Good computer skills, particularly Excel / Google Sheets	✓	
Knowledge of advance features such as filters, Excel functions, pivot tables, mail merges and field codes		✓
Experience with CRM / database / Salesforce		✓
Experience of working in a similar role		✓
Skills:		
Keen eye for detail, placing a high value on accuracy - you're the kind of person who spots a typo	✓	
High degree of personal organisation and self-management, with the ability to prioritise, multitask and work to deadlines	✓	
Able to build good relationships in a small team	✓	
Adaptable and able to learn new skills	✓	
Self-starter, able to use own initiative and work independently, but also as part of a diverse team	✓	
Analytical and detail-focused, with an eagerness to embrace new skills and experiment with modern digital and AI tools to enhance daily performance.	✓	
Strong Numeracy & Data Literacy: Comfortable working with numbers, interpreting quantitative data, and calculating basic metrics (e.g., percentages, averages, and totals)	✓	
Excellent verbal and written communications		✓
General:		
It is an occupational requirement of this role that you have a clear, personal commitment to the beliefs set out in our Statement of Faith and Doctrinal Position Statement. See below: Applying your Christian faith *	✓	
Able to work outside normal work hours as and when required	✓	
Right to work in the UK, and UK based	✓	

A basic DBS check may be requested in the event of a successful application.

Data protection

We take your privacy seriously and will not give your data to any other organisation for their own purposes. For more information on our privacy policy see wycliffe.org.uk/privacy.

Applying your Christian faith

The Christian faith is central and foundational to all that Wycliffe does, and in why we work, what we do, and how we work. As a result, all roles within Wycliffe are assessed as to whether they require the postholder to be a Christian who has a clear personal commitment to the beliefs set out in our Statement of Faith and Doctrinal Position Statement. Where this is found to be a legitimate and proportionate requirement, the role will carry an Occupational Requirement as per the Equality Act 2010.

This role you are applying for carries an Occupational Requirement due to the key responsibilities and person specification set out above, marked with an asterisk (*). As a result, we would expect you to:

- Commit to upholding historically accepted biblical standards of behaviour in all aspects of life as laid out in our Statement of Faith and Doctrinal Position Statement (which will be shared with you if you are invited to interview)
- Commit to [our values](#)
- Commit to prayer – we depend on God for all that we receive and all that we are able to do and achieve. No matter whether we are out and about interacting with supporters or partners, or in the office making sure the organisation continues running, we wouldn't be able to achieve it without God. So prayer is included as a regular part of our team meetings, and all members of staff at Wycliffe are expected to actively participate in, and take turns leading, staff prayer meetings held each working day
- Be able and willing to give account of a living faith in Jesus Christ within settings and contexts appropriate to day-to-day responsibilities
- Provide evidence of regular participation in the life of a local church.

As part of the application and interview process, we will be asking for supporting evidence and information so that we can consider whether you fulfil this Occupational Requirement. This may include (but isn't limited to) a reference from a church leader, an ability to articulate your Christian experience, a commitment to our Statement of Faith, Values and Doctrinal Position Statement, as well as questions to probe these areas at interview.

How to apply

To apply, visit our [careers site](#) and complete the short online application, attaching your CV and a covering letter (no more than two pages) summarising why you're applying, how you meet the person specification, and telling us about your personal Christian journey and church involvement.

About Wycliffe Bible Translators

1 in 5 people worldwide are still waiting for the Bible to be translated into the language they understand best. That's 1.5 billion people!

We are working to create a world where everyone can know Jesus through the Bible. We serve local partners worldwide as they bring God's word to their communities in the languages that speak to them best.

Find out more at wycliffe.org.uk. Read more in our [guide for potential job applicants](#) or [watch this video to see what our staff say about working here](#).

Statement of Faith

1. We believe the Bible, the inspired word of God, is completely trustworthy, speaking with supreme authority in all matters of belief and practice.
2. We believe in one God, who exists eternally in three persons, the Father, the Son, and the Holy Spirit.
3. We believe all people, being created in the image of God, have intrinsic value, but as a result of sin are alienated from God and each other, and therefore in need of reconciliation.
4. We believe that Jesus Christ, the Son of God, born of the virgin Mary, is fully God and fully human; he demonstrated God's love for sinners by suffering the penalty of death in their place, rose bodily from the dead and ascended to heaven where he intercedes for his people.
5. We believe all who repent and trust in Jesus Christ alone as Lord and Saviour are, by the grace of God, declared to be right with him, receiving forgiveness and eternal life.
6. We believe the Lord Jesus Christ will return personally in glory, raise the dead, and judge the world.
7. We believe all people will rise from the dead, those who are in Christ to enjoy eternal life with God, and those who are lost to suffer eternal separation from him.
8. We believe in the Holy Spirit who imparts new life to those who believe in Christ; through his indwelling presence and transforming power he gives assurance and equips believers for holy living and effective service.
9. We believe the Church is the body of Christ, the fellowship of all believers, and is commissioned to make disciples of all nations.