



**WORKING  
WITH US  
APPLICATION  
PACK**

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# Welcome from Martin Coles, CEO



Thank you for your interest in working with us. This is a special and unique charity with a distinctive vision, talented staff and a huge number of passionate volunteers. Our beneficiaries (i.e. our cadets and seafarers) are at the heart of what we do and we are proud that we help so many young people and seafarers to seize a better future.

This is an exciting time for MSSC. We have a clear vision and strategy driving us forward. We're ambitious in our plans to maximise our impact and we will continue to evolve as a charity to make sure we achieve our goals.

Our values play a key part in determining our ways of working. We want employees who are passionate about what we do, who understand why we're here and recognise the significant impact we can have on our cadets and seafarers lives. We want employees who are driven to succeed and who want to work in line with our values to change lives.

I hope after reading through this application you'll see what an incredible charity MSSC is and you will be inspired to apply.

We look forward to receiving your application pack and hopefully welcoming you into our charity in the future.

Kind regards

**Martin Coles, CEO**

# What we do and our impact

We are a charity that helps launch young people for life today whatever they want to do after school and helps seafarers to keep learning all their lives.

Our vision is to be the leading maritime charity for youth development and lifelong learning.

Specifically for Sea Cadets the charity works across the country to give youngsters some balance in their life. With 160 years experience, we're helping teenagers from all backgrounds, every week via a network of 9,000 volunteers through 400 units, some in the hardest hit regions of Britain, to launch well for life. Our close links with the Royal Navy, their traditions and ethos inform much of the nautical activity.

The charity helps them cope better, enjoy what life brings and encourage new ways of thinking and acting. Through a range of different adventures on land and on the water the charity offers a chance to learn from one another, build skills, resilience and self-belief through adventure, discipline and developing a sense of family and purpose often lacking in their home lives.

The Marine Society has a long history of supporting the maritime sector and is one of the country's oldest charities – established in 1756. It supports all seafarers through distance learning programmes, making study available via distance learning which can enhance their careers and personal development. It offers a range of

scholarships to support that self-improvement. The charity also provides libraries to ships and installations, supporting crew well being and professional development through a variety of titles.



# Our values

We are driven by what we do and the impact we have. We are proud of our work, approaching it with positivity, energy and enthusiasm as we lay the foundations for more inspiring futures.

Our shared values and ways of working are summarised below and will guide us as we work together to achieve our goals for those we support.

## RESPECT

We are professional, courteous and considerate.

## LOYALTY

We put the charity first and all work together to achieve our shared goals for seafarers and cadets.

## SELF-DISCIPLINE

We are planned and structured in our work and we take responsibility.

## COMMITMENT

We are positive and go the extra mile to deliver our objectives.

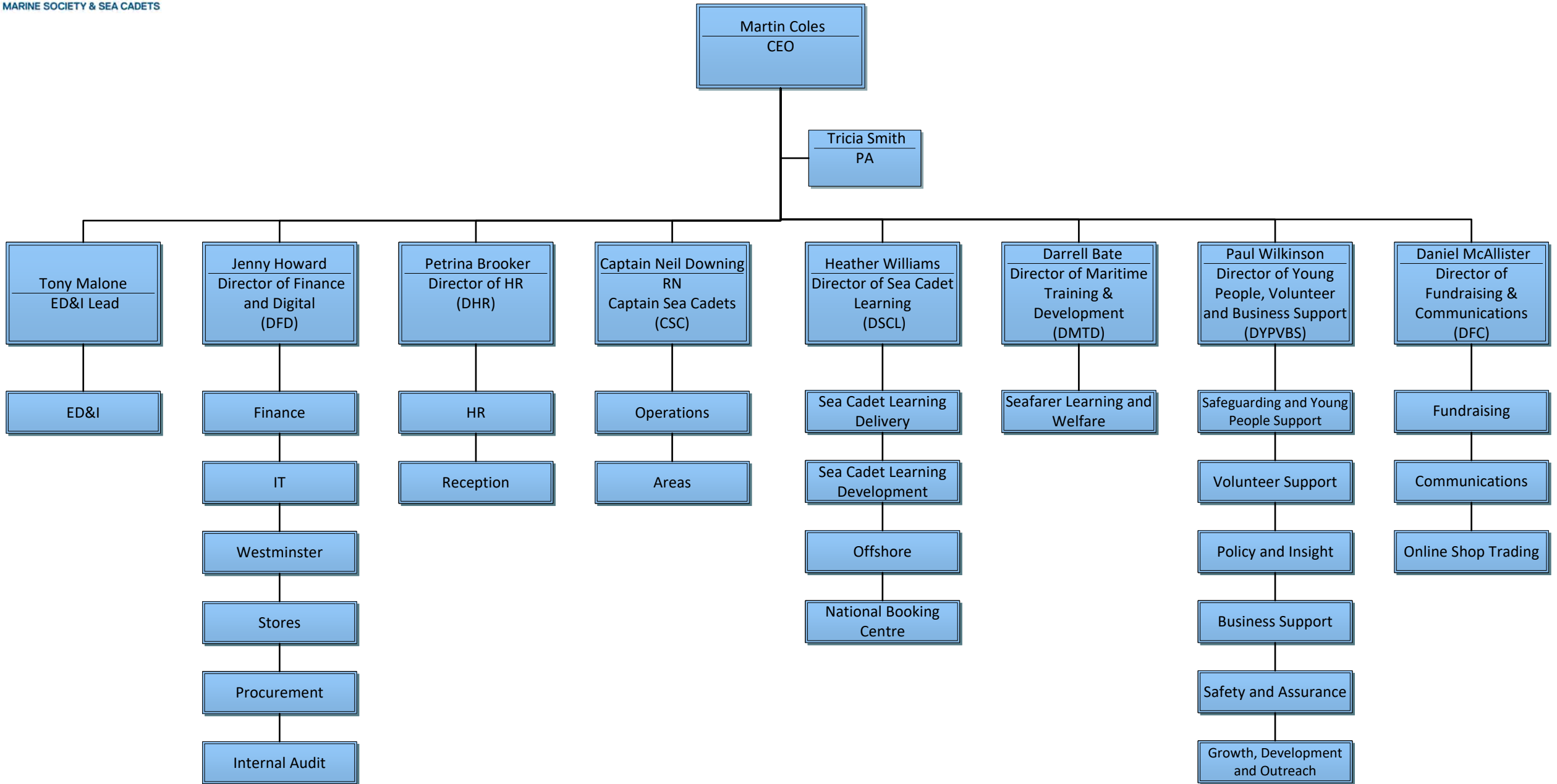
## HONESTY & INTEGRITY

We are open and honest, and we treat each other fairly.

## COURAGE

We do what we know is right and support our colleagues to do the same.





# Job description

**Job Title:** Data Analyst  
**Line Manager:** Head of Policy and Insight  
**Location:** MSSC National Support Centre, London, SE1 7JY

## CONTEXT

The Marine Society & Sea Cadets (MSSC) is a vibrant and growing charity delivering life changing nautical adventure for young people through the Sea Cadets to give them the best possible head start in life. We also provide personal and professional development opportunities for seafarers with the Marine Society. Working with our staff, cadets and volunteers, we have built a vision and strategy to take us forward and further improve the astounding contribution already made through our work to the lives of thousands of young people and seafarers, while fully supporting our volunteers who are vital to our success.

## OUR VISION:

To be the leading maritime charity for youth development and lifelong learning.

## FOR THE MARINE SOCIETY IN PARTICULAR

To give the best possible lifelong learning opportunities to seafarers tailored to their individual needs.

## FOR SEA CADETS IN PARTICULAR

To give young people the best possible head start in life through nautical adventure and fun.

## OUR VALUES

Respect, Loyalty, Self-Discipline, Commitment, Courage, Honesty & Integrity

## ROLE DETAIL

The data analyst is a full time employee of MSSC reporting to the head of policy and insight. The purpose of this role is:

- To analyse, and report on internal and external data. Including leading on coordinating and delivering organisation wide KPIs
- To work with the wider organisation to help upskill other staff and volunteers in accessing and using data to enable effective analytics across the organisation.
- To support the head of policy and insight in delivering effective research and evaluation, in order to demonstrate MSSC's impact and influence key stakeholders.
- To identify and where appropriate develop new tools and processes for effective wider data analytics.

The post is based at our London head office and may require some travel, mostly in the UK, in order to fulfil the role's responsibilities. The nature of the role also involves occasional evening and weekend work.

Due to the nature of the work, this post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and the post holder will be required to undergo a Disclosure and Barring Service (DBS) check.

# Job description

## PURPOSE OF THE ROLE

This role provides support which enables the whole organisation to better understand both its impact, and the processes behind its work to enable better engagement with external stakeholders and create a cycle of continuous improvement within MSSC. This is achieved through analysing and where relevant collecting data. Then presenting it in formats tailored to the needs of different audiences.

## KEY RESPONSIBILITIES

The following is a list of the principal tasks of the **Data Analyst** and is not intended to be an exhaustive list:

- To gather, correlate, and monitor relevant data from across the organisation (e.g. Westminster ) and from external sources (e.g. ONS)
- To evaluate our existing data processes and make recommendations regarding the streamlining of data collection and presentation
- To develop and implement new data collection, and analysis systems and processes where required
- To lead on regular KPI reporting
- To support the head of policy and insight in developing evaluation processes across the organisation
- To support the head of policy and insight, in identifying and collecting data, including leading on elements of research independently, as well as presenting appropriate data to support influencing work
- To provide practical upskilling, training, and support to teams and directorates who need to engage in self-serve data analysis and research
- To develop and utilise new ways to present MSSC data to engage key internal and external stakeholders

## OTHER DUTIES

In order to deliver services effectively, a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to above. Such duties, however, should not normally exceed those expected of an employee at that level.

As part of the initial induction in order to get to know the Sea Cadets, the post holder will be encouraged to assist as a volunteer with evening activities within a local unit (details to be agreed) for a period of one month within the first year of employment.

All employees are expected to take responsibility and comply with the MSSC's policies, procedures and training requirements, particularly in relation to safeguarding, health and safety, data protection and equality, diversity and inclusion. All employees must be familiar with and comply with all aspects MSSC policies.

## OUR COMMITMENT

We recognise our responsibilities to safeguard and protect the young people and vulnerable adults with whom we work. We do all we can to promote their health, safety and wellbeing, and we ask our staff to share this commitment and work in line with our values and ethos of inclusivity. We adhere to safer recruitment practices and therefore employment is subject to detailed pre-employment checks for successful candidates, including references and DBS checks and attendance at relevant safeguarding training.



# Person specification

Data Analyst

Essential	Desirable
<b>Experience/work-based knowledge and qualifications</b>	
Experience of handling diverse datasets of varying quality	Understanding of how to engage non-data experts both to enable data collection from them, and up skill their own analytical ability
Understanding of how to process and analyse quantitative data	Experience of training and upskilling non data experts
Experience of translating findings from a range of different audiences both internal and external	Experience in programming languages such as SQL or Python (ideally in a data analysis context)
Experience of appropriate processes around data security	Experience of working in the youth sector/working with children and young people
Experience of developing processes and procedures to collect and present data	Experience in delivering quantitative and qualitative research methods
Confidence in engaging with service users where required for data collection or analysis	
Confidence in general database management	
Confidence in database administration	
<b>Core Competencies</b>	
Ability to present complex topics in an accessible fashion	
Ability to engage with internal stakeholders to help identify their data needs	
Ability to work with a diverse range of stakeholders	
Strong analytical skills and attention to detail;	
Strong interpersonal and communication skills	
Problem-solving skills	
Ability to cope under pressure in a busy working environment, prioritise work and meet deadlines;	
Excellent organisational skills;	
Adaptable, flexible and pro-active in approach to work;	
Ability to travel to the various sites within MSSC and elsewhere as required.	
Ability to be creative in developing new methods for data collection, analysis and presentation	

# Person specification

<b>Personal Characteristics</b>
Inspiring, energetic, enthusiastic, must enjoy working with people and be customer focused;
Organised, proactive and results orientated;
Tactful, approachable, discreet and diplomatic;
Flexible & reliable, and adaptable to change;
Discretion - ability to keep sensitive information confidential.
<b>Other</b>
Satisfactory pre-employment screening
Ability and willingness to undertake occasional travel (within the UK) for the role

# Employment details

<b>Location:</b>	Office based with a flexible working policy. Position is based at MSSC National Support Centre, London.
<b>Salary:</b>	£37,000 gross per annum depending on experience
<b>Contract:</b>	Full time, Permanent
<b>Hours of Work:</b>	Core working hours will be 35 hours per week between 9:00am and 5:00pm Monday to Friday with one hour for lunch, unpaid. Any other such occasional hours as the role demands.
<b>Probationary Period:</b>	Three months
<b>Notice:</b>	Two months
<b>Notice During Probationary Period:</b>	One month
<b>Annual Leave:</b>	25 working days pro rata of paid holiday per annum, plus public and bank holidays observed in England and Wales, increasing to 29 days after two years' service.
<b>Training:</b>	We value our employees and are committed to providing relevant training opportunities where possible.
<b>Flexible Working:</b>	We offer flexible working, with an option to flex start and leaving times and offer a hybrid working approach whereby employees can choose to work remotely for up to 3 days a week if they wish.

# Benefits

MSSC values our employees and offers a range of benefits.

## **PENSION SCHEME**

All eligible employees are able to join our generous salary sacrifice pension scheme with Aviva. This plan allows employees to contribute a minimum of 3% of their salary. If employees contribute at this rate, MSSC will contribute 5%. However, if employees increase their contribution to 5%, MSSC will contribute 10%.

## **LIFE INSURANCE**

All employees enrolled in the Pension Scheme will automatically be enrolled in MSSC's Life Insurance scheme, which pays out a lump sum of four times employee's salary if required.

## **EMPLOYEE ASSISTANCE PROGRAMME**

MSSC provides a programme offered by Health Assured to help support employee's personal wellbeing. This offers a free confidential telephone counselling service, which is available 24 hours per day, 365 days a year. MSSC also has a wellbeing portal to support employees.

## **PRIVATE MEDICAL INSURANCE**

All employees outside of their probationary period are eligible to join MSSC's Health Insurance scheme with AXA PPP (formerly Simply Health). Employees can also add members of your family (spouse, partner, and children) to the scheme at a competitive rate.

## **SEASON TICKET LOANS**

All permanent employees outside of probation or those on a contract of at least one year can apply for an interest free loan for an annual season ticket. This is deducted from the employee's monthly payroll spread across the year.

## **EYE CARE**

For employees who regularly use a computer monitor or any other form of Display Screen Equipment, MSSC contributions towards eye tests and glasses.

