

SENIOR DATA AND INSIGHTS OFFICER RECRUITMENT PACK

Location:	London/Remote working. For staff based in London, there are 2 core days per week at our London Office. For staff outside of London, there is more flexibility (with all staff expected to travel to the office at least once per month).
Hours:	Full-time (37.5 hours per week – Monday to Friday) although we will consider applications for 0.8 FTE. We can discuss flexible working patterns, e.g., school hours, as needed.
Duration:	Permanent
Salary:	Salary £30,000-£35,000 per annum, depending on experience (includes £2k London weighting)
Start date:	ASAP
To Apply:	CV & Supporting Statement (See 'How to Apply' at the bottom of this document). Applications without a cover letter will not be considered.

HELPING STUDENTS GET FURTHER

One in three students leave school each year without a pass in GCSE English and maths - **this rises to over one in two for young people from disadvantaged backgrounds**. Without GCSEs in English and maths, these young people are significantly more likely to drop out of education and are locked out of key professions, apprenticeships, and university courses.

Get Further exists to change this. Our charity has an award-winning tuition programme that helps students from disadvantaged backgrounds in further education to pass GCSEs in English or maths. We place highly qualified, specialist English and maths tutors in further education, who deliver a bespoke curriculum that builds confidence and skills in these core subjects.

Small group tuition is proven to be the most effective intervention for improving outcomes, fast. Students on our programme are more likely to move up at least 1 grade between the start and end of the course – **with results twice the national average**.

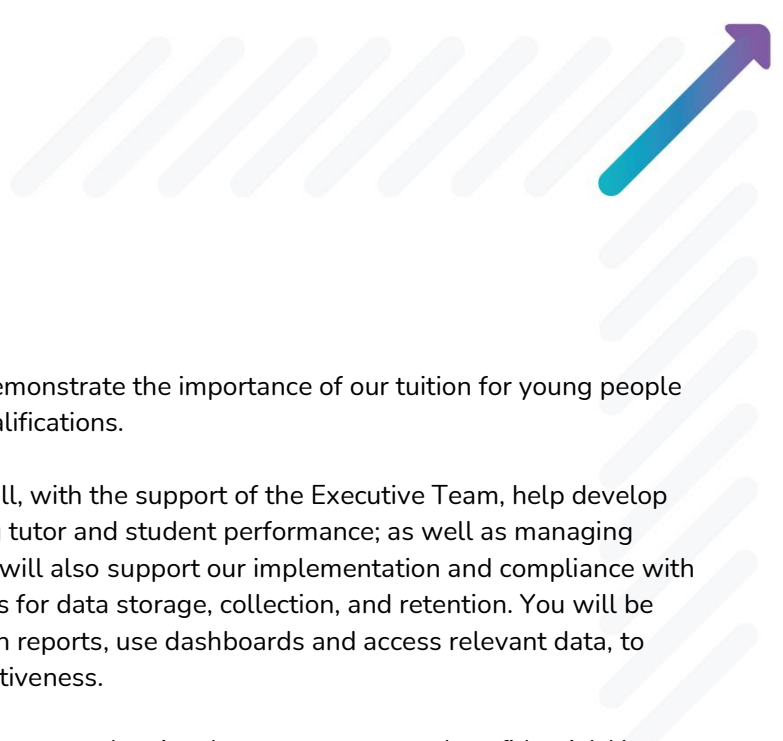
To help more students get further, we are seeking a driven and passionate **Senior Data and Insights Officer** to play a key role in measuring and articulating the impact of our work, both internally and externally.

OUR TEAM, CULTURE AND BENEFITS

Our central team comprises some 30 members, all motivated to reduce educational disadvantage and ensure young people get the gateway qualifications they need to succeed. We currently employ around 200 tutors. Our main office is in London, although we also have team members based across the country. We promote a supportive, collaborative, and positive working environment.

Benefits include:

- 36 days of holidays per year (including bank holidays)
- Ongoing learning and development opportunities
- Flexible hybrid and remote working
- Quarterly 'in-person' team development days at our offices in London
- The opportunity to work in a progressive and socially conscious, growing organisation where we can have an outsized impact on its success and development.



ROLE DESCRIPTION

The **Senior Data and Insights Officer** will help us to demonstrate the importance of our tuition for young people and adults who are undertaking these foundational qualifications.

You will be joining the Quality and Impact Team and will, with the support of the Executive Team, help develop and implement our internal evaluations e.g., monitoring tutor and student performance; as well as managing external evaluations with independent evaluators. You will also support our implementation and compliance with GDPR, ensuring we have effective and robust processes for data storage, collection, and retention. You will be familiar with a CRM system (like Salesforce); able to run reports, use dashboards and access relevant data, to help us understand our organisational impact and effectiveness.

You will have strong attention-to-detail and will make sure our data is relevant, accurate and confidential. You will be skilled in data analysis and interpretation: able to draw out insights from data and be confident in writing – and communicating – impact for a variety of purposes and audiences.

As the **Senior Data and Insights Officer** you will work with the Director of Impact, within our Quality and Impact Team to:

Database Usage and Reporting

- Support our Salesforce Lead in creating reports and dashboards, ensuring all data is relevant, accurate and secure.
- Use our database management system to generate reports and data analysis for the Senior Leadership Team, and other internal colleagues, to support marketing campaigns, fundraising campaigns, statutory information requests and organisational insight.
- Prepare reports for college partners, funders, and the Board, which set out our data, findings and impact, clearly and accurately.
- Confidently write about insights and findings from our data, generating learnings and recommendations for the organisation and other stakeholders.

Internal and External Evaluations

- Support the Director of Impact in developing assessment frameworks to robustly measure our impact and designing dissemination plans, to best harness and communicate that impact.
- Oversee and implement internal evaluation activity, for example, finalising student surveys, focus group and interview tools.
- Review and enhance data collection tools, process, analysis, and reporting.
- Undertake qualitative and quantitative analysis of our evaluation data; and use the data to make recommendations to improve programme quality.
- Review and keep abreast of literature and research in the further education, wider education, tuition and research landscape. You will share and apply learnings to our evaluation processes and programme delivery.
- Manage large research projects with external evaluators.

Policy, Compliance & Quality Assurance

- Support our ongoing compliance with GDPR across the organisation, as well as upholding our safeguarding frameworks.
- Implement policies and procedures relating to GDPR and ensure those policies are adhered to across the organisation.

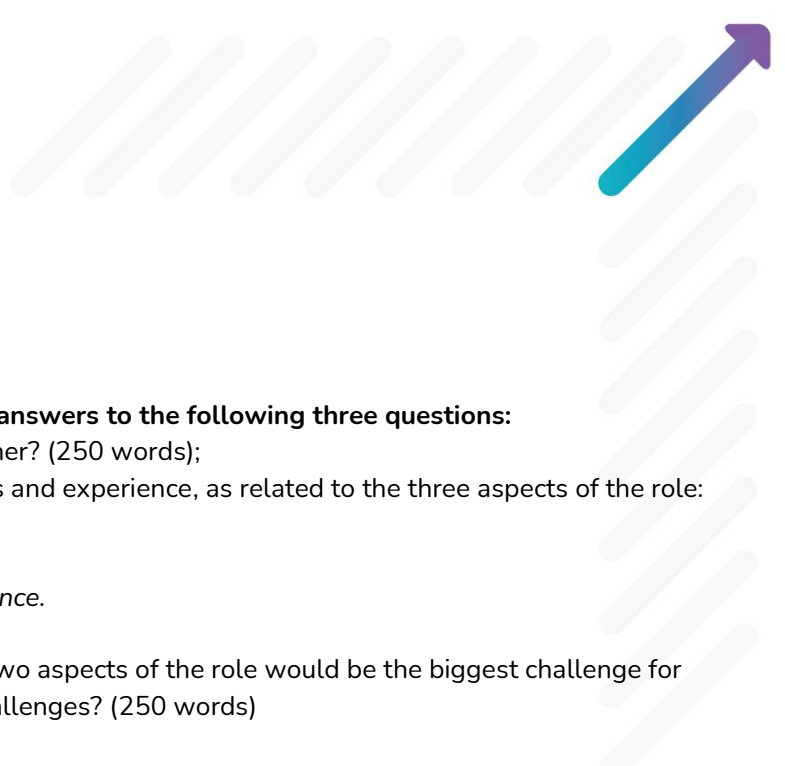


- Design and implement training and upskilling for the organisation on data protection, usage, storage, and retention, as well as broader issues of cyber security and best practice.
- Work with the Director of Impact to design and implement a new quality assurance policy, to improve our programme delivery and evaluation processes.

PERSON SPECIFICATION

We have set out the skills and experiences most important for this role below, and how they will be assessed via the application (A), interview (I) and a written activity (T).

ESSENTIAL	A	I	T
<ul style="list-style-type: none"> • Commitment to Get Further's mission and values, including passionate about tackling educational inequality. 	A	I	
<ul style="list-style-type: none"> • Familiarity with database systems, like Salesforce (or able and interested in learning to use a database management system). 	A	I	
<ul style="list-style-type: none"> • Skilled in data analysis: able to use complex data to produce accurate, insightful and engaging findings and recommendations. 	A		T
<ul style="list-style-type: none"> • Research experience e.g. designing qualitative and quantitative instruments, survey design, knowledge of research designs (QED, RCT), ethical considerations, participatory research. 	A	I	T
<ul style="list-style-type: none"> • IT skills e.g. MS Office (Word and Excel) and also data analytics software like Tableau and PowerBi. 			T
<ul style="list-style-type: none"> • Project management experience: excellent at planning and managing projects, tracking key deliverables, overseeing budgets and financial controls. 	A	I	
<ul style="list-style-type: none"> • Knowledge of GDPR requirements, policies, processes and organisational compliance. 	A		
<ul style="list-style-type: none"> • Strong attention to detail, prioritises precision and accuracy. 			T
<ul style="list-style-type: none"> • Problem-solver: enjoys troubleshooting and demonstrates a 'solution-oriented' approach. 		I	
<ul style="list-style-type: none"> • Excellent communication skills (including written and verbal skills). 	A	I	T
<ul style="list-style-type: none"> • Excellent interpersonal skills: is proactive, enthusiastic, resilient and supportive team member. 		I	
<ul style="list-style-type: none"> • Organised, excellent time management and can work well independently. 		I	
<ul style="list-style-type: none"> • Committed to safeguarding the young people we work with via compliance with safeguarding frameworks and keeping confidential / sensitive information secure. 		I	
DESIRABLE <ul style="list-style-type: none"> • Familiarity with the FE sector. • Has experience of and/or overseen research trials (e.g. Randomised Control Trials or Quasi-Experimental Designs). 	A and I (for you to highlight, as relevant)		



HOW TO APPLY

Your application must include:

- A CV of no more than 2 sides of A4; and
- A supporting statement which includes your answers to the following three questions:
 1. Why do you want to work for Get Further? (250 words);
 2. Please demonstrate your relevant skills and experience, as related to the three aspects of the role:
 - (i) Database Usage and Reporting;
 - (ii) Internal and External Evaluations;
 - (iii) Policy, Compliance and Quality Assurance.(600 words)
 3. If your application is successful, what two aspects of the role would be the biggest challenge for you, and how would you resolve these challenges? (250 words)

Please send your application to applications@getfurther.org.uk with the subject Senior Data and Insights Officer by **10pm on 16th June**. Incomplete applications will not be processed. First round online interviews will be held during the w/c 24th June, followed by a second in-person interview the w/c 1st July 2024.

*This is a UK-based post and **applicants must be living in and have the right to work the UK**; if applicable please detail your visa status in your covering email. Get Further is an equal opportunities employer and will not discriminate against any candidate on the basis of any characteristic protected by the Equality Act 2010. Please let us know if you require any reasonable adjustments to be made throughout the recruitment process.*