



## Data Officer: Job Description and Person Specification

### Key Facts

**Application deadline:** Wednesday 11 September 2024 at 5.00 pm

**Start date:** As soon as possible

**Terms:** Initially 12 months, to be extended by mutual agreement. There will be a three-month probationary period.

**Hours of work:** Part time - 40% full time equivalent (14 hours per week), pattern to be agreed within core organisational hours of 9.00 am to 5.00 pm Monday to Friday. Ideally including Monday morning for team meetings.

**Rate:** £10,920 per year (based on full time equivalent of £27,300 per annum), plus statutory pension contributions as applicable.

**Location:** Home based with occasional travel for meetings.

Young Sounds UK is committed to tackling the systematic inequalities of opportunity across the arts sector. We welcome applications from across UK society.

### About Young Sounds UK

Young Sounds exists because musical talent is everywhere but opportunity isn't: family finances and other obstacles too often get in the way. We're here to change this in two key ways:

- We support young musicians from low-income families with funding and other help;
- We support music education through training, advocacy and research.

We became an Arts Council England National Portfolio Organisation in April 2023 and also joined an expanded cohort of National Youth Music Organisations (NYMOs). We currently support around 900 individual young people across the UK every year and demand for our support is increasing. It's an exciting time to join a pioneering organisation at the forefront of British music education.

Our small and fully remote team work across the UK, comprising a mix of full time and part time employees supported by specialist part time and term time freelancers.

Young Sounds UK is the working name for registered charity Awards for Young Musicians.

### Role overview

The Data Officer will fulfil an important cross-organisational role, working closely with the team to collate and analyse the data collected through all our programmes. Young Sounds is a reflective organisation. We've always invested time and effort in seeking out, understanding and demonstrating the difference our programmes are making. We believe in learning from experience. This is what we mean by evaluation.

Since 2023 we have committed to evaluating all three of our main programmes, each of which tackles a key barrier to young people's musical progression. Each quarter we review our progress against both our Arts Council England Activity Plan (where measures of success are agreed annually) and the actions we've set for each year against each of Arts Council England's four Investment Principles. We believe that data plays an integral part in

telling the story of our work, and we regularly draw upon the information collated through evaluation to update our wider funding base (e.g. Trusts and Foundations) on the work we are doing. The Data Officer will work with the External Evaluator to enable us to report effectively and accurately on our progress to all our funders.

### **Working relationships**

Reporting to the Finance and Operations Director you will also work closely with the External Evaluator, Development Manager, Finance Officer, and other members of the wider Young Sounds team.

### **Key Tasks:**

#### **Data Management**

- Coordinate the collection and management of data related to our programme activities.
- Develop and maintain databases, spreadsheets and other systems to organise and track relevant insight and information.
- Oversee CRM and data management processes, inputting new data and checking and maintaining existing records where or when needed.
- Develop and implement processes for data validation and verification to improve accuracy and reliability.
- Collaborate with programme staff to ensure data is collected consistently and accurately, in adherence with agreed policies and processes, and in a timely manner.

#### **Reporting**

- Conduct basic analysis of quantitative and qualitative data to identify trends, patterns, and insights.
- Support the preparation of reports to funders, providing an agreed range of input, from detailed data schedules through to programme or organisation level statistics for progress reports or fundraising applications.
- Assist in the preparation of regular internal reports, presentations, and dashboards summarising key findings and outcomes to inform strategic decision-making.
- Support programme staff in interpreting data and using insights to improve programme design and implementation.

#### **Compliance**

- Carry out regular checks and audits to ensure data quality, completeness and integrity.
- Collaborate with programme colleagues and other key roles (including but not limited to the External Evaluator and Systems Consultant) to support the impact and evaluation processes, ensuring effective data collection and analysis to support evidence-based decision-making.
- Assist the Finance and Operations Director with ensuring compliance with data integrity and security standards, and adherence to policies including GDPR and Safeguarding.

## Other

- Where possible attend Young Sounds' weekly team call on Monday 10.00 to 10.30, and an in-person meeting every two months.
- Be responsible for meeting minutes from time to time: this is shared across the whole Young Sounds team.
- Contribute to the organisation's ongoing development, by engaging in discussions as appropriate and undertaking training as requested or in pursuit of personal development.
- Assist with the organisation's adoption of appropriate AI tools, researching best practice in the field and contributing to assessments and implementation plans.
- Contribute to the organisation's strategic priorities, including to equity, diversity and inclusion, ensuring that this informs all activities.
- Work in a flexible manner in line with the organisation's objectives and be willing to occasionally undertake other duties as reasonably requested.

## Person Specification

### Skills and Experience

- Experience in a similar role working on impact and quality evaluation, ideally in the cultural, social or education sector.
- Knowledge and experience of both quantitative and qualitative research and evaluation methods, tools and techniques.
- Experience in analysing, interpreting and presenting data.
- Highly numerate and computer literate, including advanced Excel, as well as a wider range of CRM or project management tools.
- Strong verbal and written communications skills.
- Able to work collaboratively as well as independently.
- Able to develop and lead strong internal and external relationships.
- Proactive and positive problem solver.

### The following would also be desirable

- Experience of working with sensitive data together with an understanding of current data legislation GDPR.
- Experience of creating data visualisations and dashboards.
- Experience of identifying and implementing AI based tools.
- Familiarity with programme improvement through data.
- Experience of creating training materials or delivering development sessions to build the capacity of staff and partners to contribute to impact and quality efforts.
- A passion for the arts and young people.

## How to apply

The deadline for applications is 5,00pm on Wednesday 11 September 2024. Please submit your application using this form:

<https://airtable.com/appaJv3YZfJ7XeKJ/shrKwrRW5ZKJGDVHK>



You will be asked to attach a supporting statement of no more than two sides of A4, addressing how you are a strong candidate for the position, details of relevant experience etc. You are advised to address the selection criteria for the role as detailed in the Person Specification.

Please note the applications will be shortlisted on an anonymous basis, so any identifying information should not be included in the supporting statement and will be removed prior to sharing with the panel.

Interviews are expected to be held via video call on Thursday 19 September 2024.