



# Data Analyst

Applicant Information Pack

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# Job Description – Data Analyst

Responsible to: Data Architect

Department: Transformation Team

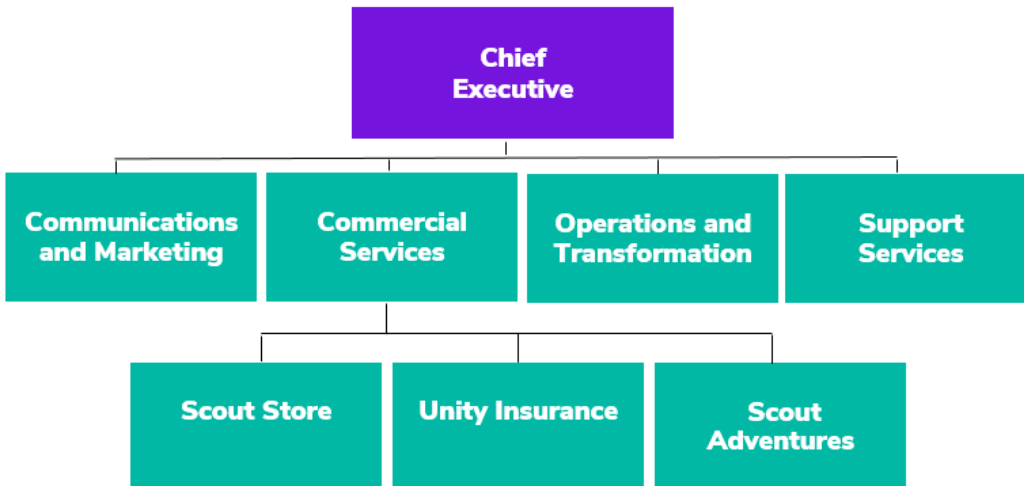
Base Location: Gilwell Park, Chingford, London (with remote working)

Term: Permanent

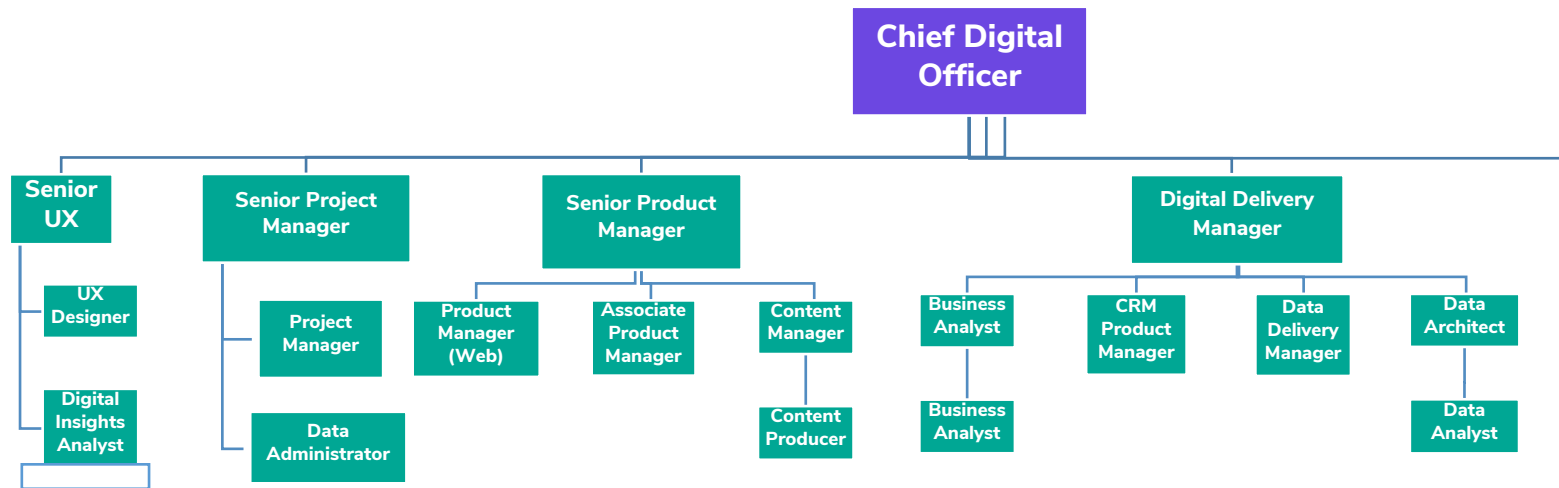
Salary: £35,000

Hours: 35 hours per week

Line Management Responsibility: N/A



# Team Structure



# Core Purpose

It's an exciting time at The Scouts. Our digital transformation programme is an ambitious part of our Skills for Life strategy which aims to enable Scouts to become a digital first organisation.

We aim to transform the Scouting experience with digital tools and services for our volunteers, staff and young people which are: Easy, Enlightening, Enabling, Engaging, Enjoyable and Efficient.

Our digital principles underline all our work:

- We put people at the heart of everything we do.
- We are bold and open to change.
- We create digital first, responsive and accessible services.
- We use data and insight to drive our decisions.
- We measure, test and learn.
- We engage, collaborate and partner.
- We provide a safe and secure service.
- Our systems are flexible, sustainable and interoperable.

The Scouts recognise the high value of their data assets and are undergoing a journey to better utilise data and data analysis to serve the organisation's strategic goals. This role forms a key part of this transformation, enabling capacity to serve the current needs as well as plan and change for the future.

As a Data Analyst, your key purpose is to derive value and insight by ensuring accurate processing, management, and analysis of data across the Scouts' systems. As a member of the Transformation Team you will gain an understanding of how best to support our volunteers and measure the impact of Scouting on young people's lives and in wider society.

In this role you will have the opportunity to manage and redesign existing processes to optimise value, and to continuously improve the quality, relevance, and utility of the analysis. Working within a team and to an agreed process and prioritisation pipeline, you will be working on solving analytic problems for a range of different stakeholders.

This is a unique opportunity to bring your skills, experience, and passion for data analysis to a growing and prestigious organisation. The digital transformation you help to deliver will support nearly half a million young people every week as they gain skills for life through Scouts.

## Key Responsibilities

- Develop, implement and maintain data management processes
  - Gather, review, cleanse, organise and provide data to support analysis and research activity
  - Produce datasets, reports, analysis, and insights to inform decision-making and strategic delivery
  - Produce and maintain databases and spreadsheets as required
  - Ensure appropriate confidentiality and compliance in respect of staff, volunteer and client data
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- Support the annual Scout Experience Survey, and other key regular data gathering processes, to ensure accuracy in data design and dissemination
- Collaborate with our Communications team to ensure accurate data is presented in the impact, evidence and learning we communicate to members and external stakeholders
- Develop efficient ways to measure objectives and key results (OKRs) and key performance indicators (KPIs) for the Transformation team
- Deliver improved processes and procedures to support the Data and Insights strategy

## Person Specification

This role would suit someone who is analytical and rigorous in approach, has experience with data management and analysis tools and platforms and takes pride in the accuracy and presentation of data. The Scouts are undergoing major digital transformation and we welcome fresh ideas and the ability to challenge and question our current ways of working.

### Experience

- Good knowledge and experience of data analysis, research and visualisation tools (e.g., Excel, Tableau, Power BI, Google Analytics, and self-service research platforms such as surveygizmo)
- Experience manipulating, processing, and extracting value from large, disjointed data sets containing structured and unstructured data
- Experience working with stakeholders and business users to understand and validate their data analysis requirements
- Exposure to data from digital systems such as CRM, CMS, mobile apps, and social media
- Experience of presenting and sharing data and insights to inform decision making and to explain complex data in easy to understand ways
- Experience of using SQL

### Skills, Abilities & Knowledge

- Strong numeracy skills and ability to comprehend data from a range of data sources
- Able to summarise large amounts of data and information and extract key points and insights to non-data experts
- Strong communication skills to ensure your insight is understood by a range of stakeholders
- Strong attention to detail to maintain high quality of output
- Able to manage and prioritise own workload and work to meet deadlines
- Fundamental knowledge of industry standard data analysis techniques
- Up-to-date knowledge of trends, best practices and technologies across the data analysis discipline

### Values & Personal Qualities

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We expect this role to:

- Commit to supporting young people to be their best through the work of the Scouts
- Show a passion for creating solutions with outcomes that meet our users' needs
- Show initiative to pre-empt problems and think creatively to recommend solutions
- Show flexibility and willingness to learn at all times
- Recognise the importance of a personable and professional approach
- Advocate an informed, rational, evidence-based approach to decision-making
- Show an understanding and commitment to promote equal opportunities, safeguarding and diversity

## Education & Qualifications

- No formal requirements though qualifications relating to data analysis would be desirable

## Benefits

We've got some great benefits too.

**Holiday Entitlement:** On top of your generous 25 days holiday we give you up to three extra days off between Christmas and New Year. And that's not all, holiday goes up to 28 days after 2 years' service and 32 days after 5 years' service.

### Looking after your health and well-being

**Simply Health scheme:** Optical, dental and many more appointments covered, as well as great gym and family days out discounts.

**Sickness absence:** Once you're three months in, we have generous sickness pay, above the statutory.

**Wellbeing walks:** Scheduled once a month at Gilwell Park, this a great chance to take an hour out of work to walk in the beautiful countryside with colleagues, taking in the fresh air.

### Looking after your future

**Generous Pension Scheme:** We look after your future. We will double your contribution up to a maximum of 10%.

**Looking after your family:** Your loved ones will receive four times the basic salary if you pass away while employed by us.

### Getting to and from work

**Car parking:** Parking is free at all our sites.

**Minibus Service:** When working at Gilwell Park, a minibus can collect you at various times from Chingford

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Station and drop you back at various times.

### We are proud to be a family friendly employer

**Personal Days:** Up to four personal days paid leave a year.

**Maternity/Paternity Leave:** We pay maternity leave above the statutory minimum requirement.

**Start and finish time:** Employees can apply for some flexibility on their start and finish times of work.

### Making your money go that little bit further

**Scout Store purchases:** You can buy Scout Store merchandise with a discount of 25% on certain items.

**Online benefits portal:** Our online benefits portal allows you to tailor make your own benefits package.

### Developing yourself and others

**Study and volunteer leave:** Special leave includes paid leave for volunteering and study leave.

## How to apply

Before making an application please ensure that you have read the Recruitment and Selection policy:

<https://scouts.org.uk/media/1009429/Recruitment-and-Selection-Policy.pdf>

You can read more about working at Scouts here: <https://scouts.org.uk/about-us/jobs/working-at-the-scouts/>

We would be grateful if you would also complete the Recruitment Monitoring questions on the Application Form. Our Equal Opportunities policy can be found here: <https://www.scouts.org.uk/por/2-key-policies/equal-opportunities-policy/>

The closing date for applications is Friday 30 July 2021

The interviews will be held via Teams digital platform on 2 August 2021

If you would to discuss the role in more detail, please contact [Recruitment@Scouts.org.uk](mailto:Recruitment@Scouts.org.uk)

To submit an application, please use this Smartsheet Link:

<https://app.smartsheet.com/b/form/c3bef2a7e3cb4e0991dd37bdf2720774>

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