

JOB DESCRIPTION

Job title:	Data Analyst
Salary range:	£29,547 – £33,444 per annum
Reporting to:	Insight and Evaluation Manager
Management responsibility:	No
Location:	Flexible
Budget responsibility:	No
Hours:	35 per week over 5 days
Contract:	Fixed term until 31 March 2026 (possible extension, funding dependent)

MAIN PURPOSE OF JOB:

As a Data Analyst within the Insight and Evaluation team, you will play a key role in enabling data-informed decision-making across the organisation. You will support the design, collection, management and analysis of data from a wide range of programmes, including the Walk to School Outreach and WOW, our walk to school programme. Your work will help us to monitor performance, evaluate impact, and generate insights that strengthen our campaigns, fundraising, and strategic planning.

You will:

- Develop and maintain robust data systems and tools that support efficient, accurate, and secure data handling across the organisation.
- Conduct high-quality data analysis to uncover trends, measure outcomes, and support learning across projects and departments.
- Collaborate with colleagues across delivery, policy, fundraising and communications teams to ensure data is relevant, reliable and accessible.
- Present data in clear, engaging formats to inform internal decision-making and demonstrate impact to funders, supporters and external partners

MAIN DUTIES AND RESPONSIBILITIES:

Data Management and Quality Assurance

- Develop, manage and maintain centralised data systems and databases to support monitoring, evaluation and insight functions.
- Ensure the integrity, accuracy and consistency of datasets used across projects, with particular focus on the Walk to School Outreach programme and WOW challenge.
- Implement data quality assurance processes, including validation checks, data cleaning and documentation of data sources.

Data Analysis and Reporting

- Perform regular and ad hoc analysis of quantitative and qualitative data to monitor progress, track outcomes and evaluate impact.
- Support the development of dashboards, data visualisations and automated reports using Microsoft Power BI for internal teams and funders.
- Analyse data from supporter surveys, school engagement activities and programme delivery to generate actionable insights.

Insight Generation and Evidence Building

- Work collaboratively with the Insight and Evaluation Manager and Monitoring and Evaluation Officer to develop insights that inform strategic decision-making, fundraising, campaigning and policy work.
- Provide clear and compelling analysis to support business cases, funding applications and impact communications.
- Support segmentation and trend analysis to better understand supporter, participant and stakeholder behaviour.

Collaboration and Technical Support

- Work closely with project, fundraising, policy and communications teams to ensure their data and insight needs are met.
- Provide training and guidance to staff on data systems, tools and processes to improve data literacy and confidence.
- Contribute to the development and maintenance of standardised data collection tools and templates.

Systems and Innovation

- Recommend and help implement improvements to data infrastructure, including automation, integration and visualisation tools.
- Lead the effective use and development of Microsoft Power BI dashboards and reports across the organisation.

- Explore innovative methods and tools for data analysis and presentation, with a focus on user-friendly, accessible outputs.
- Stay informed of best practices and emerging trends in data analysis, evaluation and insight within the charity and public sectors.

Organisational Contribution

- Represent the organisation at external events or with stakeholders as required, particularly in data, insight and research contexts.
- Champion the use of data and evidence across the organisation to foster a culture of learning and continuous improvement.
- Contribute to the delivery of Living Streets' strategic objectives and support wider organisational initiatives as needed.

OTHER DUTIES:

- Contribute actively to the Digital and Data Team and attend team and department meetings.
- Represent the organisation in relevant impact, evaluation, research, and policy arenas.
- Champion the organisation's brand and strategic objectives at public-facing events and to external audiences.
- Support internal communications and mentoring to foster a collaborative and effective working environment.

PERSON SPECIFICATION

Applicants must be able to demonstrate:

Essential Criteria	From application (✓)	At interview (✓)
Experience		
Experience developing and maintaining organisation-wide data systems and tools	✓	
Experience in analysing and reporting on programme performance, outcomes and impact	✓	
Experience supporting cross-organisational stakeholders with data and insight needs	✓	
Experience using Microsoft Power BI for dashboards, visualisation and reporting	✓	
Experience applying both quantitative and qualitative analysis methods	✓	
Experience presenting complex data in accessible formats for internal and external audiences	✓	
Knowledge and skills	From application (✓)	At interview (✓)
Strong analytical skills with proficiency in Excel, Power BI, and related data tools	✓	
Strong understanding of data management principles, including data quality assurance	✓	
Working knowledge of ethical data handling and GDPR compliance	✓	
Ability to communicate technical and analytical content clearly to non-specialists		✓
Knowledge of monitoring and evaluation frameworks and tools	✓	
Demonstrable ability to think creatively to find ways to connect diverse data sets		✓
Ability to work independently and manage multiple projects to deadlines		✓
Personal		
Commitment to collaborative working and cross-functional teamwork		✓
Willingness to adopt a flexible approach to work, including occasional travel and non-standard hours		✓
Commitment to Equality, Diversity and Inclusion in practice		✓
Strong alignment with Living Streets' mission and values		✓
Proactive, solution-focused mindset with a continuous improvement ethos		✓

Desirable Criteria		
Experience supporting organisational learning and impact practices		✓
Familiarity with behaviour change evaluation or Active Travel initiatives		✓
Knowledge of policy development or public campaigning in a nonprofit or advocacy setting		✓
Familiarity with forecasting, economic impact modelling or valuation tools		✓
Experience using Excel Power Query, SQL or similar for data transformation		✓