**ST EDMUNDSBURY & IPSWICH DIOCESAN BOARD OF FINANCE**

**Job Description**

**Data Analyst**

**PURPOSE**

Our new transformation programme has highlighted the need for a new role to help us use data in an ever more sophisticated way to improve our use of resources and delivery of strategy.

The successful post holder will creatively bring together data (for example demographic, finance, and statistics for mission) enabling us to better understand the Diocese, our Parishes, and to inform planning for the future.

The post holder will also provide useful information and insight to help the Diocese pursue its vision, further develop mission, and measure progress.

The work will involve creating and aligning master datasets, developing information dashboards, and identifying areas in need of further research/discussion.

We believe this is an exciting opportunity for an information/data analyst with a background of delivering insights in support of transformation of organisations, specifically seeking spiritual and numerical growth.

**REPORTING TO IT MANAGER**

**KEY CONNECTIONS**

Diocesan Secretary

Strategic Programme Manager

IT Manager

Finance and Parish Resources teams

Governance and Safeguarding Teams

Buildings, DAC and Pastoral Teams

Mission and Ministry Team

Archdeacons and other members of the Leadership team

Finance Director

**KEY TASKS**

* Develop fresh insights through analysis of quantitative and qualitative data from within the Diocese and from external sources
* Work with colleagues to use the analysis to help frame questions for discussion and to inform decision making throughout the organisation – in particular the Growing in God project, Strategic Programme Board and Bishop’s Staff.
* Collect and present the information using a range of methods, e.g. Dashboards, maps graphs, and PowerPoint. All such information may be used as part of reports and presentations to a range of audiences and must be accessible.
* Lead on the improvements for Data collection and Reporting in the DBF and across all key programmes; working with colleagues to request, collect and process data.
* Review and align datasets so that they interact well together and are easy to maintain and access
* Develop, document and embed the processes for maintaining datasets; ensure there is one version of the truth, and a shared language for describing data.
* Support colleagues across the Diocesan and Bishop’s offices in their use of data providing timely and accessible information, and how to use it effectively.
* Help to build a sustainable information analysis capability.
* Assist senior colleagues to establish measurement mechanisms for projects
* Participate in an annual review and appropriate continuing professional development
* Provide essential support to the Strategic Programme Manager with acquisition, processing and analysis of data (inc. financial), across all key Diocesan projects.

**PERSON SPECIFICATION**

**Qualifications/Knowledge and Experience**

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| **ESSENTIAL** | **DESIRABLE** |
| **Qualifications/Knowledge and Experience** |
| * Educated to degree level in a related subject, or equivalent experience
* Highly numerate and logical
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| * High degree of IT literacy. Use of data analysis tools including Microsoft Excel and a working knowledge of databases
* Familiarity with a variety of ways of presenting complex data clearly
* Managing and organising a range of datasets from multiple sources to enable analysis, presentation, and the identification of synergies
* Competent in the use of data mapping tools (currently Mapinfo)
 | * An understanding of the structure, organisation, and culture of the Church of England, ideally including some knowledge of how a Diocese works, and how churches and parishes work
* Awareness of external, public data sources e.g. Census and public health
* Understanding of GIS software and data
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| * A record of collecting, analysing, and presenting insights from mixed data sets
 | * Experience of working with and developing financial models for large, complex organisations would be an advantage
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| **Technical and Applied Skills** |
| * An enquiring mind and a forensic approach to manipulating and mining data to create insights and information and to frame the questions that matter
* Ability to interpret data through an understanding of the real world
* Strong communication skills with a creative approach and the ability to deliver insights in clear and accessible written, verbal, and visual media
 | * Understanding and experience of using presentation software
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|  **Competencies** |  |
| * A methodical approach
* Enjoy research and problem solving
* The ability to plan, self-organise and prioritise effectively to achieve objectives
* Self-motivated
 | * Stakeholder engagement skills
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| **Personal Attributes** |
| * Sympathetic to the mission of the Church of England
* Willingness to consider a range of options and possibilities when working with others
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**GENERAL INFORMATION**

**About Us**

The Diocese of St Edmundsbury & Ipswich has 445 parishes, 18 deaneries with 478 churches and around 115 stipendiary clergy. It serves approximately 631,000 people living in a geographical area of more than 1,400 square miles.

The Diocesan Board of Finance serves and supports our parishes and schools offering the people of Suffolk the opportunity to encounter God and grow in Christian faith. We strive to do this in providing service and support in line with our Values of Respect, Transparency, Quality and Well-being.

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| Salary | The post is Band D6 of the St Edmundsbury & Ipswich Diocesan Board of Finance Salary Scales, currently £33,000p.a.  |
| Pension provision | If eligible Membership of the Church of England Pensions Board Pension Builder 2014 Scheme following completion of probation period. |
| Hours of work | Full time 35 hours per week Monday to Friday with some flexibility required and offered. TOIL (time off in lieu) is applicable for evening and weekend working to be agreed with line manager. |
| Holidays | 25 days paid leave in addition to the usual public holidays plus Discretionary days at Easter and Christmas (Pro-rata for part-time)  |
| Probation Period | Six months during which time progress is regularly reviewed and the period may be extended |
| Notice period | During probation 2 weeks and thereafter 1 month  |
| Place of work | Diocesan Office, St Nicholas Centre, 4 Cutler Street, Ipswich IP1 1UQ  |
| Other | Normal working expenses are reimbursed as per the Diocesan Expenses Policy (available on request).There is no housing provision. |

NOTES: The current main duties and responsibilities of this post are outlined in the job description. The list is not meant to be exhaustive. The need for flexibility, shared accountability and team working is required. The post-holder is expected to carry out other related duties that are within the employees’ skills and abilities, commensurate with the post’s banding and whenever reasonably instructed. The role description will be amended over time, in full consultation with the postholder, to meet the needs of the Diocese.

**For an informal conversation please contact:** Nigel Cook, IT Manager on 07485 348880

**Application packs available from:** Diocese of St Edmundsbury & Ipswich Website [http://www.cofesuffolk.org//vacancies](http://www.cofesuffolk.org/vacancies)

**Please note:** Applications will only be accepted on our DBF application forms. Please do not apply online or send CVs

**Applications marked ‘Confidential Application’ to be sent to:** HR@cofesuffolk.org or by post to Diocesan Office, St Nicholas Centre, 4 Cutler Street, Ipswich IP1 1UQ.

**Closing Date for Applications:** Monday, 7th November 2022 at 5pm

**Interview Date:** Wednesday, 16th November 2022