



Data and Impact Manager

Job description

Job Title: Data and Impact Manager

Salary: £32,000, subject to qualifications and experience.

Benefits include:

- Generous annual leave allowance
- Paid sick leave
- Enhanced family-friendly leave
- Compassionate and emergency leave
- Pension scheme
- Life insurance policy
- Employment Assistance Program
- Access to vouchers and discounts
- Monthly wellbeing allowance

Reports to: Research Lead

Location: Oxford

Some home working is possible. Travel throughout Oxfordshire and further afield may be required.

Hours of work: 37.5 hours per week

Some flexibility may be possible.

Job purpose

The Data and Impact manager ensures Oxfordshire Youth provides insightful analysis and evidences Oxfordshire Youth delivery of positive outcomes for the youth sector and young people. The Data and Impact Manager will be responsible for embedding the Monitoring, Evaluation, and Learning strategy throughout all strands of Oxfordshire Youth's work, and for the measuring, evaluation, monitoring, and analysis of organisational performance and impact. Through strengthening our ability to demonstrate our work, you will enhance Oxfordshire Youth's reputation, and ability to tell stories about the work we do and help the charity become a stronger advocate for young people at local and national levels.

Oxfordshire Youth strives to have a culture of continuous learning, the Data and Impact Manager is crucial to this work. Through facilitating opportunities for learning, the delivery of quality feedback, and opportunities for reflection, your role will be crucial to the delivery of Oxfordshire Youth's strategic objectives.

Key Responsibilities

- Implement and embed the Monitoring, Evaluation (MEL) Strategy throughout Oxfordshire youth, including ensuring appropriate MEL activities are included in all projects
- Work with project leads to provide continuous collaborative support to projects and ensure they remain on track with their program of MEL activities
- Ensure youth voice is incorporated into MEL work across the organisation.
- Work with Senior Leaders and project leads to ensure outcomes (e.g. KPIs and milestones) are realistic, measurable, and achievable
- Maintain and manage Oxfordshire Youth's databases and information storage and collection systems
- Support and develop the learning culture throughout OY, maintaining regular organisation-wide internal reporting and analysis.
- Report on and demonstrate the impact of Oxfordshire Youth's work to share with funders and support fundraising opportunities
- Support project leads to report the outcomes of their work to donors and contract holders
- Ensure all data and MEL systems are GDPR compliant
- Ensure equity, diversity and inclusion and youth voice are integral to the data we collect
- Create Oxfordshire Youth's annual Impact Report
- Line manage the Systems and Impact Coordinator, supporting their personal and professional development

Our Culture

Everyone at Oxfordshire Youth agrees to:

- Have an unwavering commitment to Oxfordshire Youth's vision, mission and values
- Attend meetings reliably and participate fully, including being an active listener

- Ensure that all work is carried out in accordance with Oxfordshire Youth’s guidelines, policies, and procedures
- Undergo training that will enable personal and professional development
- Undertake any other relevant duty related to the further development, promotion, and sustainability of the organisation as set forth by your Line Manager and/or Senior Leadership Team
- Represent Oxfordshire Youth in a professional and appropriate manner at all times including considering punctuality, personal appearance and boundaries, and equity, diversity, and inclusion of all opportunities.

Safeguarding

- Understanding that safeguarding children, young people, and adults is everyone’s responsibility and you will have access to training and supervision, which is appropriate to the role (including undertaking a DBS check appropriate to your role)
- To ensure concerns from young people are responded to appropriately in line with Oxfordshire Youth’s policies and procedures

This job description is subject to amendment following discussion with the post holder.

Specific tasks and duties will be shared at the interview and during the induction process

What we are looking for

- A spirit of curiosity
- Proven record in gathering, collating, and presenting qualitative and quantitative information in coherent and compelling ways
- Experience supporting others with formal and informal learning
- Proven experience of working with multiple stakeholders and seeking the views of stakeholders, with the ability to work collaboratively with and influence people of all levels
- Experience in leading evaluation and reporting in teams and/or organisations
- Strong analytical skills with an ability to interpret and interrogate data
- Excellent written communication and interpersonal skills
- Ability to determine and achieve priorities and targets, across multiple projects

- Line management or supervision experience
- Ability to present data in an accessible and inclusive format
- Strong planning and organisational skills
- IT skills including Excel, Word, PowerPoint, Google Suite, and CRM systems
- The ability to solve problems and think creatively
- An unwavering commitment to Oxfordshire Youth's vision, mission and values
- Integrity and discretion when dealing with sensitive information
- A commitment to treating people equally, being aware of unconscious bias, and working proactively and openly to challenge it within your own and others' practice
- A positive, enthusiastic, and can-do approach that demonstrates the attributes of a growth mindset, taking accountability for the quality of your work and improving your knowledge and skills

Other desirable skills

- Experience in engaging staff and stakeholders in impact evaluation
- Experience in embedding strategies
- Proficiency in a range of online digital tools for project management and reporting such as Lamplight, Inform, and others
- Previous experience working in the not-for-profit sector

Closing date for applications: XXXXX

Interviews to be held: XXXXX

To apply, please send a copy of your CV accompanied by a completed application form to our [recruitment team](#).

Alternatively, [visit our website](#) or [email](#) us for more information.