JOB DESCRIPTION & PERSON SPECIFICATION

Database, Research and Evaluation Manager

Salary:	NJC 29-31 £35,411 - £37,261 (pro rata), dependent on experience
Hours:	16 hours per week (flexible over days although some hours on a Tuesday are preferred)
Location:	Home based with ability to travel to IRISi Bristol office at least once a quarter
Annual Leave:	25 days p.a. plus 8 bank holidays (pro-rata)
Pension:	3% pension contribution (after successful completion of four-month probationary period)
Probationary period:	Four months
Tenure:	12 months fixed term (maternity cover)
Employer:	IRISi
Reporting to:	Network Director, IRISi

THIS POST DOES NOT MEET THE CRITERIA FOR VISA SPONSORSHIP. APPLICANTS MUST HAVE THE RIGHT TO WORK IN THE UK.

OVERVIEW

IRISi is a social enterprise established 2017. IRISi's vision is a world in which gender-based violence is consistently recognised as a health issue. Our mission is to promote and improve the healthcare response to gender-based violence (GBV) through health and specialist services working together. We are working towards having a suite of evidence-based health, domestic abuse and sexual violence programmes that can be commissioned locally.

We are looking for a Data Analyst to support us in monitoring, reporting, and developing analyses that demonstrate and support the impact of our programmes.

We are looking for someone who is passionate about how data can be better used and collected to increase impact internally and for partner organisations and to enable us to achieve our mission.

The Role

The post holder needs experience of managing databases (both online and offline) and analysing associated data as well as running and writing reports. They also require experience in building and implementing data collection systems and the skills to train and support non-data specialists to use data systems.

MAIN DUTIES AND RESPONSIBILITIES:

Data analysis and evaluation

- Using IRISi's bespoke data systems, produce and save standard reports to enable IRISi partners to run reports autonomously
- Running custom reports from the data systems as requested by IRISi colleagues, including:
  - Working with the Network Director, to use the data collected through the data system to analyse and evaluate the development and progress of programmes both across and between sites, including identifying trends, omissions and areas for improvement in data collection
  - Producing annual, national reports across all our commissionable programmes, including: transferring the most recent years' worth of data to an appropriate programme e.g. STATA; cleaning the data; producing a report highlighting achievements and key trends (in collaboration with the IRISi Communications Manager and nominated designer)
- Giving consideration to and advising the senior team on how the data can better support IRISi's campaigning/lobbying ambitions
- Working closely with the IRISi Communications Manager to utilise and disseminate the data in visually engaging communications with the sites running our programmes and in public communications and promotional work.

Data system management, support and training

The postholder will manage the current data systems used by IRISi and by our partners in their delivery of our programmes and be responsible for:

- Ensuring all IRISi staff have access to and are trained (by the Data Analyst) to use the data systems at the level appropriate for their role
- Supporting the Regional Managers to ensure that key local team members at all our partner organisations that are delivering our programmes have access to and are trained to use the data systems at the level appropriate for their role
- Delivering data system training to IRISi staff and local team members in partner organisations
- Supporting the Regional Managers to ensure that all IRIS & ADViSE partners submit the appropriate data to the relevant data system on a quarterly basis
- Supporting IRISi's partners to use their own and national data to inform their local work (e.g. by benchmarking their successes and identifying trends and rooms for improvement), demonstrate impact and social value to support ongoing funding, sustainability and growth of their local IRIS and/or ADViSE programmes.

Data Storage
- Ensuring that site data, including that related to quality management, are stored and protected in such a way that IRISi is not in breach of GDPR legislation.

Data system development
- Liaising with the data system developers as required to troubleshoot, develop and refine the system
- Working closely with senior staff at IRISi to lead on development work for new modules for the data system as required to support new programmes of work developed by IRISi

Additional Responsibilities
- Supporting the IRISi team in all in-house research or evaluation-related work across the organisation's projects, including:
  - Giving consideration to subject areas that would benefit from in-depth evaluation or research
  - Working with IRISi colleagues on occasional one-off pieces of in-house research or evaluation.

Participating in the organisation
- To uphold IRISi values
- To act in accordance with IRISi policies and procedures
- To attend and contribute to team meetings
- To be self-supporting in the role managing most necessary administration
- To attend and participate in training when required
- To attend and participate in regular line management
- To undertake any duties consistent with the post, as may be reasonably requested.

Person Specification

ESSENTIAL:

Values and ethos
- Commitment to the vision and mission of IRISi. See www.irisi.org
- Commitment to and understanding of domestic abuse from a feminist perspective
- Commitment to anti-oppressive practice and a commitment to challenge sexism, racism, and other forms of discrimination

Attitude
- Conscientious, motivated and highly organised
- Comfortable working flexibly, balancing competing and changing priorities
- Positive attitude to problem-solving and able to use initiative to problem-solve technical issues

Experience
- Relevant experience and/or skills to train others to use data systems
- Experience of quantitative data collection
- Experience of data analysis and identifying and presenting key findings
- Experience of planning and self-managing a complex workload, meeting targets and deadlines

Knowledge
- Good understanding of monitoring and evaluation tools and/or frameworks

Skills and abilities
- Able to communicate effectively with a wide range of audiences, including with stakeholders with limited knowledge and interest in tech/IT, and also to communicate effectively with software developers and other specialists
- Skilled in motivating and improving the practice of staff for whom the post-holder does not have line management responsibility
- Ability to gather, interpret and process complex information
- Ability to multi-task, reorganise priorities at short notice and work proactively and reactively
- Excellent written and verbal communication skills
- Competence with Microsoft Office and virtual meeting platforms (e.g. MS Teams, Zoom)

DESIRABLE:
- Experience using advanced data analysis software such as STATA or R
- Experience of managing case management or database systems
- Knowledge of GDPR legislation
- Experience of using data visualisation software
- Good understanding of domestic abuse and sexual violence and their impact on survivors and their children
- Understanding of the gendered nature of violence and abuse, and of the impact of multiple, intersecting oppressions (including. sexism, racism, homophobia, ableism) and the consequent barriers for some survivors of domestic abuse to accessing health and other services.

We are an inclusive organisation, committed to ensuring our Board and staff team reflect the diversity of the people we serve. We warmly encourage applications from individuals from a wide range of backgrounds and across all the protected characteristics.

How to apply
To apply, please send your CV and a letter (up to two sides of A4 each) outlining why you would like the role, explaining how your skills and experience match the required competencies, to: Sally Harrison, IRISi: sally.harrison@irisi.org

Applications close at 9.00am on 25th April 2023.
Successful candidates will be invited to interview via zoom on 5th/12th May 2023.