



JOB DESCRIPTION & PERSON SPECIFICATION

IRISi Data Analyst

Salary:	£31,894.55 (pro rata)
Hours:	21 per week
Location:	IRISi Bristol office, or home based and able to travel to Bristol office for team meetings up to twice monthly
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
Employer:	IRISi
Reporting to:	IRIS 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
- Ensuring 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
- Ensuring 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 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

Customer Relationship Management System (CRM)

IRISi is working to establish a CRM to manage stakeholder contacts and details. This is the essential, "go to" place for IRISi staff seeking information or contacts within a particular IRIS area. The postholder will:

- Be the lead contact within IRISi with the developer to troubleshoot, develop and expand the system in terms of data structuring
- Ensure IRISi team members are trained and supported in the use of the CRM including initial input, updates and running reports.

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 any obligations regarding data storage and data protection
- Be GDPR lead for IRISi.

Person Specification

- Hold a Masters Degree in Quantitative Methods, preferably from a Social Science background. This may include quantitative sociology, criminology, economics and other high numeracy analytical disciplines.
- In the absence of a Masters degree, equivalent experience will be considered
- Experienced in use of data analysis software, such as STATA or R or similar
- Relevant experience and/or skills to train others to use data systems.

How to apply

Please complete the application form and submit it by email to Lucy Downes, IRISi: lucy.downes@irisi.org

Applications close at 9.00am on 7 March 2022. Successful candidates will be invited to interview via zoom on the morning of 11 March 2022.