

Information Pack

Data and Performance Analyst

Dear Applicant,

Thank you for requesting the application pack and for your interest in working for Impetus.

This pack contains all the relevant information you will need to apply for this role:

- Information about the [organisation](#) and our [values](#)
- Information about the [team](#) and the [role](#)
- The [job description](#) – key responsibilities and person specification
- Our commitment to [equality, diversity and inclusion](#)
- [Terms and conditions and benefits](#) of working for Impetus
- Details on the [application and recruitment process](#)

The closing date for receipt of completed applications is 9am Monday 11 July 2022.

If you would like to find out more about this role or have any questions regarding the recruitment process please contact recruitment@impetus.org.uk.

About Impetus

Impetus transforms the lives of young people from disadvantaged backgrounds by ensuring they get the right support to succeed in school, in work and in life.

We find, fund and build the most promising charities working with these young people, providing core funding and working shoulder-to-shoulder with their leaders to help them become stronger organisations

In partnership with other funders we help our charities scale and we influence policy and decision makers so that all young people get the support they need.

Impetus currently has 38 members of staff, supporting 22 charities with programmes across England, Wales and Scotland.

Impetus is driven by a shared belief in tackling the barriers that hold back young people from disadvantaged backgrounds in education and employment. Alongside investing extensive financial and non-financial support in our charity partners through our Investment Team we also seek to influence decision makers to implement evidence led policy and direct new resources to get young people the support they need through our Public Affairs team. We are resolutely focused on outcomes, driven by quality evidence.

You would be joining a team that is passionate, rigorous, determined, creative and warm. We care deeply for our colleagues, our charity partners and the young people we serve.

Our Values

Evidence led and results driven for young people

We pursue excellence for the young people we work with, are wholly committed to better outcomes, unapologetically results driven, and accountable for our actions.

High trust, high challenge

We invest the time, kindness, integrity and honesty needed to build and sustain long-term relationships. We focus on developing high trust, to allow for high challenge, helping our colleagues, partners and supporters to be our very best selves in pursuit of our mission.

Diversity enables us to thrive

We seek to embed diversity of thought, background and experience in every aspect of our work. We are open, thoughtful and proactive in better understanding and challenging our assumptions to better deliver the change we seek.

Brave and open

We are brave and open; exploring new solutions to long-term problems, asking difficult questions well; learning from mistakes and challenging the status quo when needed.

Collaboration always

We will not succeed alone. We seek meaningful, productive partnership with others to achieve our mission and drive systems change for young people.

About the team

The Investment Team supports a growing portfolio of 22 high-potential and sector-leading partner charities. We carry out extensive due diligence before working with a charity. We then give multi-year unrestricted funding, and work shoulder-to-shoulder with their CEOs and Board to help them become sector leaders with benchmark-beating impact at scale. We do this through providing support on programme and impact, leadership, and sustainability. This support comes from our team, from the expertise of pro-bono partners and from our peer learning network.

We are a highly motivated and talented team of 14 people from varied backgrounds across charity, government, consulting, social finance, and the wider private sector. We have a shared belief in supporting our partner charities and their CEOs to be the best they can be, and a resolute, collective, drive to continually improve the work we do. We are development-focused and take pride in building strong working relationships as a team, with our partner charities and across the organisation.

About this role

This is an exciting role for a highly motivated and analytical team-player, with a keen eye for detail, who cares deeply for our mission.

Working closely with the Investment Director - Impact Lead (ID-IL), the core aim of this role is to run – and continually improve – data collection, analysis, and reporting of impact at Impetus, to facilitate evidence-based decision making across the organisation.

The Data and Performance Analyst (DPA) will collect relevant data from partner charities, the organisation, and other stakeholders, and manage this data in accessible formats for the Investment Team and wider organisation.

The DPA will use this data to report to key audiences, and to run analyses, and to generate and present vital insight into our performance and impact; to support our efforts to continually improve the work we do with partner charities.

The DPA will also support the development of performance management tools across Impetus and lead ad hoc data/performance projects to deepen understanding of performance and impact. It involves regular interaction with all Impetus teams and our partner charities.

Job description:

Title:	Data and Performance Analyst
Team:	Investment
Reports to:	Investment Director – Impact Lead
Salary:	£32,865 per annum
Contract:	Permanent
Working hours:	Full time (37.5 hours per week)
Location:	Central London (currently trialling hybrid working - at least two days per week in Impetus office - arrangements will be reviewed in Q3 2022)
Starting date:	ASAP

Key responsibilities

1. Data collection and management

- Map annual performance reporting calendar for all relevant stakeholders
- Maintain and develop templates and processes for i) collecting internal and external data and ii) generating key performance reports
- Manage and develop performance databases and knowledge, ensuring i) they meet the needs of different users within Impetus, ii) compliance with GDPR and data security
- Lead the collection of quarterly performance and annual survey data from partner charities, Impetus teams and other stakeholders
- Lead and document processes for auditing data quality.

2. Performance reporting, analysis, and presentation

- Support definition of KPIs and measurement scales where relevant
- Produce regular performance reports vs. KPIs for key stakeholders: Investment Team, all staff, Investment Committee, SMT, Board and Impetus' donors

- Run analyses on performance data and pull-out key insights and risks, to inform the focus of quarterly Investment Team performance reviews of our work with partner charities
- On an annual basis run more detailed and comprehensive analyses on performance data, including charity partner outcomes vs. benchmarks, to inform the focus of our Annual Review. The Annual Review aims to give a full view of our impact and value for money in the year and seeks to improve our programme of capacity-building support.
- Produce clear and insightful summary presentations in PowerPoint, for use as a basis for team discussion
- Support live presentation of data and facilitation of discussions
- Document and track progress against agreed actions from Annual Review and quarterly performance reviews, including for strategic planning and projects; implementing relevant actions where appropriate.
- Produce ad-hoc reports to support external fundraising and communications.

3. Leading ad hoc data/performance projects to deepen understanding of Impetus' and our partner charities' performance and impact

- Support ID-IL in the development and ongoing review of Investment Team and Impetus-wide impact strategy, plus the scoping and planning of projects within this
- Support ongoing efforts to benchmark charity partner outcomes and trace the impact of Impetus' work on charity performance, including with a value for money lens
- Lead ad hoc data/performance projects, such as: i) cross-portfolio analyses of charity partner income, costs, and staffing, and ii) analyses of charity impact as part of Impetus' due diligence process and preparation for Driving Impact workshops
- Provide support, advice and training on data management and analysis for the wider Impetus team where needed, including contributing to digital transformation efforts
- The DPA may also be asked to support on other workstreams on an ad-hoc basis.

Person specification

Essential

- Passion for drawing insight from data to continually improve performance and impact, with a strong affinity to Impetus' mission
- Experienced data administration and analytics background, with the ability to produce high-quality outputs to clearly explain findings incl. from complex data sets
- Highly analytical and numerate
 - Experience manipulating, processing, and extracting value from sometimes large, disjointed data sets containing structured and unstructured data
 - Advanced proficiency in MS Excel and PowerPoint
 - Experience of working with CRM systems (we use Salesforce)
 - Good knowledge and experience of using data presentation tools e.g. Tableau, Power BI or Google Analytics is desirable but not essential
- Highly attentive to detail
 - Clear approach and tools for auditing and validating own work and analyses
- Strong planning and time management
 - Able to make right trade-offs or seek timely input from line manager to prioritise work
- Able to form productive, trust-based relationships with colleagues; and hold them to account on expected input into Performance Management processes
- Strong communication with charity partners
 - Structured, clear on expectations, empathetic
- Displays tenacity and initiative
- Growth mind-set; seeks out and acts on feedback.
- A commitment to Impetus' mission
- A commitment to equality, diversity and inclusion

Our commitment to equality, diversity and inclusion

We believe that a diverse workforce leads to an organisation that is more open, creative and gets better results.

We want our team at Impetus to represent the diversity of the people and communities we serve. We also want our team to be one where different experiences, expertise and perspectives are valued, and where everyone is encouraged to grow and develop.

We want to reach a diverse pool of candidates. We are happy to consider any reasonable adjustments that potential employees may need to in order to be successful.

We recognise the importance of a good work/life balance. We do everything we can to accommodate flexible working, including working from home, working part-time job shares and other arrangements.

Please just let us know in your application or at any stage throughout the process (and beyond) if these are options you'd like to explore.

Impetus is an equal opportunity employer and is determined to ensure that no applicant or employee receives less favourable treatment on the grounds of gender, race, age, disability, religion, belief, sexual orientation, or marital status. We value diversity and welcome applications from people of all backgrounds.

Terms and conditions and benefits of working for Impetus

We are committed to supporting staff in a range of way. The tables below detail some of the support provided:

Financial support		
Benefit	Details	Eligibility
Pay	Target is to pay within plus or minus five per cent of the upper quartile for the role in the charity sector	All staff eligible
Pension	In line with auto enrolment legislation all eligible employees will be automatically enrolled into The Pensions Trust pension scheme. 5% employer contribution. 3% employee contribution.	All staff eligible
Death in service	Four times salary	On completion of six-month probation period
Give as you earn (GAYE)	Membership to scheme to enable employees to make donations exempt from National Insurance	All staff eligible
Season ticket loan	Interest free - repayable over 10 months	On completion of six-month probation period
Eye test vouchers	Specsavers VDU Eye care voucher - free eye examination plus a discount towards glasses if needed solely for VDU usage	All staff eligible

Work life balance		
Benefit	Details	Eligibility
Annual leave	28 days plus bank holidays (this includes three days between Christmas and New Year) pro-rata for part time staff	All staff eligible
	Ability to carry over a maximum of five days with any additional days to be at discretion of relevant member of SMT and Director of Finance and Operations and allowed only on an exceptional basis	
Sick pay (OSP)	Occupational sick pay (OSP) - Six weeks full pay and six weeks half pay in rolling 12 month. Staff eligible from day one of employment.	All staff eligible subject to statutory requirements

Work life balance		
Benefit	Details	Eligibility
Compassionate leave and pay	Discretion of line manager (up to three days paid)	All staff eligible subject to criteria (which include, for example, closeness of family member in event of death in family)
Dependency leave and pay	Usually unpaid but paid time off may be granted at discretion of line manager	All staff eligible subject to criteria
Maternity leave	Statutory Maternity Leave (SML) - 52 weeks	All staff eligible subject to statutory requirements
Maternity pay	Statutory Maternity Pay (SMP) - six weeks at 90% salary followed by 33 weeks at SMP rate	Continuously employed for at least 26 weeks up to any day in the "qualifying week" (15th week before the child is expected)
	Occupational Maternity Pay (OMP) -13 weeks at full pay followed by 33 weeks at Statutory Maternity Pay (SMP) rate	Continuously employed for at least 52 weeks up to any day in the "qualifying week" (15th week before the child is expected)
Paternity leave	Statutory Paternity Leave (SPL) - two weeks	All staff eligible subject to statutory requirements
Paternity pay	Statutory Paternity Pay (SPP) - two weeks at SPP rate	Continuously employed for at least 26 weeks up to any day in the "qualifying week" (15th week before the child is expected)
	Occupational Paternity Pay (OPP) - two weeks at full pay	Continuously employed for at least 52 weeks up to any day in the "qualifying week" (15th week before the child is expected)
Adoption leave	Statutory Adoption Leave (SAL) maximum 52 weeks	All staff eligible subject to statutory requirements
Adoption pay	Statutory Adoption Pay (SAP) six weeks at 90% followed by 33 weeks at SMP rate	Continuously employed for at least 26 weeks up to any day in the week they were matched with the child
	Occupational Adoption Pay (OAP) - 13 weeks at full pay followed by 33 weeks at Statutory Adoption Pay (SAP)	Continuously employed for at least 52 weeks up to any day in the "qualifying week" (15th week before the child is expected)

Work life balance		
Benefit	Details	Eligibility
Shared parental leave	Statutory - maximum 50 weeks	All staff eligible subject to statutory requirements
Shared parental pay	Statutory Shared Parental Pay (ShPP) - maximum 37 weeks at ShPP rate	Continuously employed for at least 26 weeks up to any day in the "qualifying week" (15th week before the child is expected)
	Occupational Shared Parental Pay (OShPP) - 11 weeks at full pay	Continuously employed for at least 52 weeks up to any day in the week they were matched with the child
Parental leave	Statutory - 18 weeks of unpaid leave	All staff eligible subject to statutory requirements
Flexible hours	10am to 4pm are core hours. Office hours are 8am to 6pm	All staff eligible
Work from home	Occasional home working available. Regular working at home available upon request	All staff eligible
Charitable duties or volunteering	Four half days leave per year subject to agreement from line manager and HR	All staff eligible
Employee assistance programme	Free confidential phone line	All staff eligible

Professional Development		
Benefit	Details	Eligibility
Learning and development	A range of organisational and individual training and development opportunities Budget - £750 is allocated to each individual annually, plus a central budget agreed annually	All staff eligible
Professional subscription	Paid for, subject to agreement from HR and line manager	Relevant to role
Professional qualification	May be able to help - discuss with line manager and HR	All staff eligible

How to apply

Please send a comprehensive CV and supporting statement to recruitment@impetus.org.uk by **9am Monday 11 July 2022**. The supporting statement should be no more than two sides of A4 and should address the criteria in the person specification.

In order to complete your application please also complete the following equal opportunities monitoring form:

<https://www.surveymonkey.co.uk/r/ImpetusRecruitment-EqualOppsMonitoringForm>

You should also include the contact details of two referees, one of whom must be your current or most recent employer. Referees will only be approached with your express permission. You will also be required to provide proof of your eligibility to work in the UK. As part of our commitment to flexible working we will consider a range of options for the successful applicant. All options can be discussed at interview stage.

First round interviews will take place week commencing 18 July 2022

Second round interviews will take place week commencing 25 July 2022

Your personal data will be shared for the purposes of the recruitment exercise. This includes our HR team, interviewers (who may include other partners in the project and independent advisors), relevant team managers and our IT service provider if access to the data is necessary for performance of their roles. We do not share your data with other third parties, unless your application for employment is successful and we make you an offer of employment. We will then share your data with former employers to obtain references for you. We do not transfer your data outside the European Economic Area.