

# Job Description

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| <b>Job title:</b>      | Data Insights Analyst  |
| <b>Responsible to:</b> | Policy and Insights Manager  |
| <b>Group(s):</b>       | Voice and Systems  |
| <b>Activities:</b>     | Strategic Partnerships, Strategy and Planning, Insights, Policy  |
| <b>Salary:</b>         | WCVA Grade C: £33,286 rising to £37,464 per annum.<br>The starting salary will be £33,286 with progress through the salary range linked to successful completion of probation period and our performance review process.   |
| <b>Base:</b>           | WCVA operates a hybrid and flexible working policy which means you can work a proportion of your time at our offices or remotely (including at home). We are a pan Wales organisation with office hubs that staff can utilise. There will be a requirement to attend some specific staff events and work engagements at our offices. |
| <b>Annual Leave:</b>   | 25 days per annum, plus bank holidays, plus five discretionary days.   |
| <b>Hours:</b>          | 35 hours per week; flexibly.   |

**Superannuation:** WCVA provides a contribution of 9% of your annual salary to its approved pension scheme.

**Welsh Language category:** Desirable

## AIM OF THE POST

The Data Insights Analyst will help WCVA improve how we collect and use data, initially focusing on the new Welsh Voluntary Sector Barometer (WVSB) - an innovative tool for capturing timely and reliable evidence about the sector in Wales. This role will also enhance how we use and interrogate data from our existing platforms, together with external sources, generating insights to support our work in influencing public policy and delivering impactful sector support.

## MAIN DUTIES

- **Voluntary Sector Data Analysis and Insight Generation**
  - Analyse data and provide insights from Third Sector Support Wales (TSSW)'s existing platforms, including Salesforce CRM, our funding and volunteering websites.
  - Keep up to date with new and emerging research from relevant sources to complement and amplify our output.
  - Monitor sector trends, identify challenges and opportunities to aid our policy and sector support work.
  - Create data summaries, reports, and visualisations to communicate findings clearly to non-technical audiences.
- **Support the implementation and ongoing embedding of WVSB – our new quarterly survey**
  - Work with our partners at the Voluntary, Community & Social Enterprise (VCSE) Observatory on the development, promotion and implementation of WVSB, ensuring national and local relevance.
  - Conduct regular analysis of WVSB results to provide insights for WCVA staff, policymakers, funders, and other voluntary organisations.
  - Contribute to the production of accessible reports, ensuring outputs align with WCVA's branding, accessibility and Welsh

language standards.

- **Collaboration and Stakeholder Engagement**

- Work closely with the Systems & Data Manager and Head of Systems to optimise data processes and ensure integration across platforms.
- Contribute to the work of the Policy and Insights team by providing quantitative data to support evidence-based advocacy and policy development.
- Engage effectively with external stakeholders, including funders and partners, to share insights and support data-informed decision-making.

- **Capacity Building and Training**

- Support WCVA teams in understanding and using data effectively by creating resources and delivering training sessions on data interpretation.
- Provide guidance on using existing dashboards, ensuring data insights are used to best effect

- **Compliance and Data Quality**

- Ensure all data handling complies with GDPR and WCVA's data protection policies.
- Work with the Systems & Data Manager to maintain high data quality standards and streamline data analysis processes.

This is not an exhaustive list. The post holder may be asked to carry out additional duties from time to time or, as required, by the developing needs of the service or organisation.

## **PERSON SPECIFICATION**

**The following are essential skills** (candidates who cannot demonstrate these will not be short listed)

1. A commitment to WCVA's purpose and values.
2. A firm commitment to fostering a culture of equity, diversity, inclusion, and anti-racism where everyone feels they belong. This includes actively

challenging discriminatory practices and creating an environment where each individual has equal opportunities to thrive.

3. Demonstrable experience in data analysis and reporting to different audiences, ideally in the voluntary, public, or social enterprise sectors.
4. Proven ability to handle, analyse and interpret quantitative data, whilst implementing data ethics and protection best practice.
5. Experience in keeping up to date with relevant external research and the ability to understand how it relates to your own analytical work.
6. Collaborative and approachable, with a strong team ethic, excellent organisational skills and the ability to deliver within tight deadlines.

**The following are key skills** (these skills are needed for the role but could be acquired on the job or through training within 6 months of appointment)

1. Ability to interpret and use data to inform public policy development and decision making.
2. Knowledge of public policy in a Welsh context.

**The following are desirable skills** (these skills are preferable, and would enhance the application)

1. Degree in data science, statistics, social research, or a related field.
2. Experience using data analysis software, such as Python, R Studio, SPSS, or NVivo.
3. The ability to communicate in Welsh would be desirable; the appointed candidate is expected to display an awareness of and support for the Welsh language.
4. The ability to design clear, accessible and engaging data visualisations.