



# Greener and Cleaner – Impact and Data Analysis Manager

**JOB TITLE:** Impact and Data Analysis Manager

**CLOSING DATE:** Saturday 14<sup>th</sup> May

**SALARY:** £40,000. 6 months fixed term 0.5 FTE (pro-rata £10,000 based on 18.5 hours per week)

**CONTRACT TYPE:** PAYE

**SECTION:** Central Services

**REPORTING TO:** Chief Executive

**LOCATION:** Hybrid- Working from home and the Greener & Cleaner Hub upstairs in The Glades shopping centre.

**RESPONSIBLE FOR:** Defining how we will measure the impact of our work as a Charity, and for individual projects, creating the processes/procedures to ensure this is captured (alongside others in the management team), undertaking research, conducting analysis and reporting impact for the Charity

**HOURS:** up to 18.5 hours per week (negotiable for the right candidate)

## **ABOUT THE CHARITY:**

Greener and Cleaner (G&C) was started in 2019 as a community interest company to help bring local people together and make a difference in order to help our planet and the future of our loved ones. In 2021 we achieved charity status and have grown to over 6,000 members and over 100 volunteers who give up their time to teach, help and deliver impactful events to the local community.

## **ABOUT THE IMPACT AND DATA ANALYSIS MANAGER ROLE:**

Greener and Cleaner (G&C) are looking for an Impact and Data Analysis Manager to undertake the full range of activities involved in measuring and reporting the impact of the Charity and its activities. They will ideally have understanding of areas such as research techniques, customer insight, data analysis, and social value measurement.

They will have excellent analytical skills, understand the mission of the charity and be able to effectively identify the measures which will be most effective at understanding the impact of

the work. However, this role is not just designing methodologies, but also undertaking research, gathering data and speaking to service users to assess impact.

**Please note: The successful candidate will be subject to a reference and DBS check, in line with Greener and Cleaner's Safer Recruitment policy.**

### **PERSONAL SPEC:**

- Experience of cross organisational project management and processes;
- A high degree of personal initiative and a solutions-focused mindset;
- Ability to manage time effectively;
- Ability to communicate effectively to different stakeholders at different levels of the organisation;
- Prior experience of conducting research, data collection and effective analysis of data;
- Knowledge of community participation and environmental impact of community groups would be a bonus.

### **DUTIES AND RESPONSIBILITIES:**

- Identify and establish relevant metrics and processes to highlight key impact-related internal and external reporting;
- Build out a set of key performance indicators that can be measured on an on-going basis to determine the trajectory of the charity;
- Define the overall focus of the impact that we want to measure and how that directly impacts the work that we do;
- Gather, process and analyse key data to derive useful insights to all stakeholders which can be used to make 'data-led' decisions;
- On-going research into the environment sector and highlight any trends that Greener & Cleaner need to be monitoring;
- Putting together reports to succinctly showcase the impact G&C has had on the local community with a focus on metrics;
- Provide support to the Management Team on how any new projects can improve the impact of the charity's work;
- Work with the Marketing Manager to create copy and assets to be used across platforms to highlight the impact G&C has had on the community;
- Ensure data is understood and used effectively throughout the organisation;
- Work with the Management Team to identify areas where the impact needs to be improved and research ways of doing this;
- Ensure that reports are delivered on time and appropriately checked;
- Researching of any new ways to capture, monitor and evaluate data.

If you think you might be interested and meet most of our requirements, please send a summary of experience or CV to [gcbbjobs@gmail.com](mailto:gcbbjobs@gmail.com) to express an interest.