

Unlocked



HEAD OF DATA AND IMPACT

**Job information pack
February 2021**

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Charity No: 1187552 | Company No: 11448853

HEAD OF DATA AND IMPACT

Salary	£45,000 - £50,000 dependent on experience
Hours	Full time
Contract	Permanent
Location	London, EC4 (working from Manchester, Birmingham or remotely, with frequent travel to London, is also possible)
Report to	Chief Operating Officer

The organisation

Unlocked Graduates is an award-winning charity which exists to break cycles of re-offending by developing outstanding individuals to lead rehabilitation in prisons and throughout society.

At the core of our mission is a leadership development programme that brings top graduates into prisons to work as frontline prison officers for two years. This programme includes mentoring, work placements in partner organisations and a fully-funded master's degree, while taking on the full duties of a frontline prison officer.

The project grew out of a recommendation in the Coates' Review of prison education. Participants are selected through a rigorous and competitive recruitment process which is raising the profile of the prison officer role. Last year the scheme was ranked 36th in the Times Top 100 Graduate Employers list.

Diversity

The communities that we exist to serve are diverse, and to thrive in our work towards our mission, we must be too. We believe that diversity makes for a stronger team and should be celebrated. We therefore aim to create a workplace that is welcoming for all, inclusive of ethnicity, disability, age, religious belief, marital status, pregnancy, sexuality or gender.

We welcome applications from people with convictions.

To remove bias where possible, we blind assess candidates for interview based on their relevant skills, qualifications or experience.

The role

The Head of Data and Impact role is a new position in the organisation, reflecting our increased focus on using data-driven insights to drive our strategy and increase our performance.

The Head of Data and Impact will lead data gathering, analysis and insight sharing across the organisation. This includes: looking at who we recruit; the effectiveness of our training and support; the success of our participants and ambassadors; whether we are diverse and inclusive; and most importantly whether we are reaching our organisational goals and vision.

The role will drive increased quantity and quality of data collection. We are looking for someone who will take an ambitious and creative approach in deciding how we gather quantitative and qualitative data. You will explore solutions to gaps in data sources and use your expertise to find the right data for each context.

The Head of Data and Impact will share insights with staff at all levels of the organisation in ways that radically improve their performance. You will use technical skills and understanding of organisational needs to present this data in clear and useful ways. This might be in Excel, Tableau or using other tools.

The post involves communication across the organisation to gain the trust and understanding of all employees' needs. The role reports to the COO and will work closely with the CEO and Board. The postholder will therefore drive strategic conversations at the highest levels. The role includes line management responsibility of one Researcher.

Key responsibilities

- Drive a data-led culture of excellence across the organisation, challenge our thinking, and push us to be better at what we do.
- Identify and maintain credible data sources and measures that can hold us to account internally and demonstrate our impact externally.
- Build, and remain responsible for, systems that enable us to track our success as an organisation in the medium- and long-term.
- Lead decisions on what data we gather and how we do so. Implement and manage the data gathering process from start to end.
- Manage data visualisation tools including Tableau. Create dashboards and reports that are accessible and informative for diverse audiences within the organisation.
- Uncover insights about our performance and progress towards organisational goals and the Unlocked vision. Share these insights internally, gaining buy-in from all levels so that your reports lead to real change.
- Work with the External Relations team to collect and represent data in ways that support the external representation of Unlocked.
- Set long-term priorities, including shaping, commissioning and project managing independent partners to undertake research as needed.
- Line manage and develop one Researcher.

Person specification

- Deep experience in both qualitative and quantitative data analysis and methodologies
- Substantive knowledge of statistical methods such as regression analysis, and significance testing
- An understanding of different evaluation methods
- Good understanding of research ethics in social science (and in particular, the criminal justice sector – desirable)
- Ability to set strategic priorities for data gathering as well as delivering complex projects through to completion
- An excellent eye for detail with a strong affinity for seeing interesting and telling trends in complex data sets
- Educated to undergraduate degree level (Master's level desirable)
- Excellent knowledge of Excel and fluency with data visualisation tools (preferably Tableau)
- High-level proficiency in Word and PowerPoint, able to create professional and visually appealing reports
- Excellent verbal and written communication skills for a range of audiences; able to switch between technical and non-technical explanations
- Able to build relationships across and outside the organisation
- Strong belief and enthusiasm for Unlocked Graduates' aims and mission

Other requirements

- DBS check (upon awarding conditional offers as part of a risk assessment; we welcome applications from people with convictions)
- Right to work in the UK

To make an application

Apply online at app.beapplied.com/apply/gnpewrfo0g

Applications close at 12 noon on 29th March.

First round interviews week commencing 5th April. Please let us know if you will have any limits on your availability during this time.