Recruitment information pack
Data Analyst

July 2022

Welcome

Thank you for your interest in applying to the School for Social Entrepreneurs. We have put together some information below which we hope will help you understand the organisation and the role. For more information please visit www.the-sse.org.

About the School for Social Entrepreneurs

We can't fix issues like poverty, climate change and ill-health alone. That's why the School for Social Entrepreneurs exists. SSE helps 1,000 people a year develop the skills, strengths and networks they need to tackle society's biggest problems. It runs courses that equip people to start, scale and strengthen organisations that make a positive difference. But it is not a traditional school. Learning with SSE is inspiring, action-based and accessible. SSE supports people in others ways too, such as funding and mentoring. Lord Michael Young founded SSE as a charity in 1997, and it's grown to a network of schools across the UK, Canada and India. Together, SSE is changing lives and transforming communities.

SSE is currently delivering a UK-wide five-year learning programme in 12 UK locations with the support of Lloyds Banking Group and Big Lottery Fund, and a national learning programme for community businesses in partnership with Power to Change. SSE also has strategic partnerships with corporates such as PwC, Linklaters, RSA Group and others as well as funding partnerships with trusts and foundations including Lloyds Bank Foundation. We also generate earned income through selling places on our short courses and workshops.

SSE is a vibrant organisation; we work entrepreneurially and are committed to providing quality learning opportunities for social entrepreneurs, community businesses and social sector leaders. Working here is engaging, exciting and demanding. If you are someone who enjoys creating solutions and contributing your ideas you'll enjoy how we work.

Firstly, our commitment to inclusion

Diversity is a fact of life. Inclusion is a choice and a practice – for organisations and individuals. At the School for Social Entrepreneurs, our aim is to drive inclusion into every area and activity of what we do: from access to programmes, to grant investment, to board, staff and partnerships.

However you identify, we would like to hear from you. In our commitment to continue to diversify our teams, freelance staff and programmes, we are particularly keen to hear from those who identify as: being from black, Asian and minority ethnic (BAME) backgrounds; LGBTQ+; and those with disabilities.

If you require any reasonable adjustments during our recruitment processes, including assistance with reading this page or documents linked to below, please contact recruitment@sse.org.uk

Benefits of working at SSE

Key benefits:

- 25 days' annual leave (pro-rata) + UK bank holidays
- 5% employer contribution to your pension

Learning & development:

- Annual training budget of £750 (pro rata)
- Attend SSE courses & learning sessions for free
- Monthly 'Lunch & Learn' sessions
- Group learning opportunities (e.g. productivity training, learning about inclusion)
- Annual development plans to set personal and professional goals

Wellbeing & health:

- All staff have access to Mindful Employer Plus, a 24/7 confidential employee helpline
- Opportunities to train in First Aid and Mental Health First Aid
- Regular wellbeing initiatives hosted by our Wellbeing Committee
- Free eyecare vouchers

Inclusion & connection:

- Certified Disability Confident Employer
- Committed to the EW Inclusive Cultures Pledge
- Our Diversity, Equity & Inclusion Plan 2021-24 commits us to creating an inclusive culture
- Regular online socials & weekly catch-ups
- Team away days twice a year

Flexible working & travel:

- Flexible working is welcomed!
- Teams based around the UK (as well as in India & Canada)
- Cycle to work scheme
- Annual season ticket loan

Get involved with the issues you care about:

We have a range of staff groups and committees that you might be interested in joining, including:

- Climate Action Working Group

- Diversity, Equity & Inclusion Group
- Wellbeing Committee

About the role

The purpose of this role is to:

a) Lead on the development of SSE's overall data analysis and sharing and create data visualisations and reports to support the understanding of the impact of SSE programmes and grants
b) Act as a bridge between internal SSE staff and external partners and the technology team
c) Provide support for the development, monitoring and evaluation of SSE's programmes and learning offer including innovating the approach

The post-holder for this role will be expected to deliver a wide range of data visualisation related projects as identified by the senior team and under the direction of the Technology Lead. The Data Analyst will be expected to work cross-functionally to support project life cycles, ad-hoc analysis, creation of thorough documentation and training, and future proofing the data analysis and reporting experience.

You will work closely with colleagues across SSE including the Entrepreneurship Impact Lead and Operations Lead – Business Transformation to provide support in strengthening and implementing our evaluation frameworks, systems and tools to monitor the outcomes of SSE's programmes and learning offer, and support with the collection and analysis of our monitoring data for internal and external dissemination and reporting.

You will also support colleagues across the SSE family to support, coordinate and develop existing practice and deepen their engagement with SSE's data.

Key Responsibilities

This Data Analyst role will assist with the digital transformation already underway at SSE by providing specialist technical support to ensure the development and implementation of data visualisations and reports that meet the needs of internal staff and external partners.

The Data Analyst will assist with visualization projects across several different projects and be expected to provide technical expertise and advice to shape the data analysis and reporting solution for the future. The Data Analyst will possess a strong understanding of business intelligence development and considerable working experience of Power BI and Power Query.

The Data Analyst will deliver a range of data visualisation related projects that enable flexible, collaborative and effective ways of working internally and externally to meet the needs of the business including but not exclusive to:
1. Providing a central source of technical expertise to deliver data analysis and reporting (acting as the Power BI subject matter expert); ensuring that data is accurate and up to date

2. Work within the Technology Team to define and load data sources from a range of sources including (but not limited to) data warehouse system(s), Microsoft Excel, Salesforce CRM, Moodle, Microsoft Customer Voice
3. Support with maintaining SSE's programme evaluation framework and internal monitoring systems to ensure full alignment with our Theory of Change, enabling SSE to capture the outputs and outcomes across our programmes and learning offer
4. Support with developing SSE's longitudinal monitoring capability for ongoing data capture from SSE Fellows ('alumni') post-graduation
5. Support the analysis of quantitative and qualitative monitoring information obtained from the individuals and organisations SSE supports
6. Act as the primary liaison between the internal SSE staff and external partners and contribute to the effective communication, dissemination and learning from SSE's monitoring, evaluation and research evidence by working with colleagues to present and share information with internal and external audiences in a timely manner
7. Build Power BI reports and dashboards based on business requirements; source and manipulate metadata in Power Query for optimal Power BI report performance; publish reports internally and externally as required
8. Provide technical support to the technology team on enhancement opportunities with each Power BI release
9. Lead training sessions and share learning across SSE and provide advice and guidance to colleagues; build the capacity of SSE staff to conduct routine data collection and simple analysis on the data within their respective areas of responsibility
10. Ensure that appropriate documentation is maintained for all systems and processes
11. Innovate in the monitoring, evaluation and research methods and practices used across SSE, helping to ensure we remain cutting edge and responsive to the needs of the social entrepreneurs and social enterprises we support; support the digital transformation, impact and technology teams in requirements gathering; advocate for the use of quality data to drive decision-making and to improve the performance of all SSE's functions and stages of the customer journey

You will succeed in the role if you:
- believe in the potential of social entrepreneurship to create social change
- are comfortable and excited about implementing technology and processes
- are willing to work alone and collaboratively internally and externally.

Additional responsibilities

Keep up to date with trends and developments within the sector, including attending events, joining professional networks and collaborating with others where relevant.

Carry out other tasks that are within the scope, spirit and purpose of the role.

Key relationships

This post reports to the Technology Lead but will work with many teams across the organisation and externally. On a day-to-day basis you will work closely with the Technology, Operations and Entrepreneurship teams in addition to internal and external partners.

Person Specification

Essential knowledge, skills and experience:

- Degree or equivalent experience in computer science, information technology or related field
- Excellent experience of data analysis (1-3 years)
- Querying SQL Server, Teradata, Greenplum, or Hadoop (1+ Year)
- Experience in T-SQL, DAX and Power query
- Experience of querying tabular and dimensional Data models
- Knowledge of database management, including diagnostics and resolution of database errors (1+ Year)
- Working knowledge of Power BI (1+ Year)
- Microsoft Office with a focus on Excel and Power Point (3+ Years)
- Experience of working with impact monitoring and reporting processes
- Excellent analytical and quantitative skills, with a clear understanding of the importance of data quality and management
- Excellent qualitative skills, including the ability to capture and interpret data from research interviews, discussion groups, case studies etc.
- Confident and capable communicator with a variety of audiences, both verbally and in writing, including the ability to explain and present technical solutions to non-technical experts
- Demonstrable ability to keep abreast of new technology including the latest advancements in hardware and software

Essential personal attributes:

- Willingness to build professional relationships with staff, external suppliers and partners
- Someone who works well on their own initiative, who is self-directed and resilient
- Close attention to detail to ensure accuracy
- Reliable, someone who will take personal responsibility for getting the job done to a high standard
- Highly organised, someone who is comfortable working in a busy environment and having lots to do
- Strong time and task management skills, including the ability to prioritise and manage competing deadlines
- Someone who is able to maintain good perspective and stay calm under pressure
- A team player, able to support and collaborate with others, as well as knowing when to ask for help when they need it
- Friendly and positive attitude
- Commitment to on-going learning and personal development
- Enthusiastic about working for a charity / social enterprise
- Understanding of, and demonstrable commitment to equity, diversity, inclusion and lived experience

Desirable knowledge, skills and experience

- Previous experience with PowerBI or equivalent business intelligence programme
- Knowledge and understanding of the social impact sector, including the issues and challenges facing social enterprises and/or charities

- Previous experience of designing internal systems for data capture and analysis
- Previous experience of relationship and stakeholder management
- Prior experience in developing data visualisation or reporting solutions
- Experience in working in the not-for-profit sector
- Knowledge in Python

Values and Mindset

We want to work with (and continue to develop) individuals who can embody and demonstrate the following values and mindset

Values	Mindset
Collaborative We achieve more when we work as a supportive team and partner with others. We have fun together. We ask others for help so we can find solutions.	**Service** Friendly, with a positive attitude; with an understanding that we are in service to our social entrepreneurs and fellows and are committed to providing the best possible experience at SSE.
Trusting We believe in each other. We rely on open, authentic relationships. We do what we say we're going to do. We take ownership and responsibility for our actions.	**Commercial** You understand how our income model works and our place in the sector. You will know what our core offer is, why we do what we do, in the way that we do. You understand that everyone is an advocate for new business and can help demonstrate efficiency and commercial awareness.
Inclusive We want people to feel safe in being themselves, to maintain wellbeing and to bring their unique strengths and voices to the table. We over-represent the under-represented. We honour lived experience.	**Agile and flexible** Agility is the ability to move quickly and easily. Flexibility is the ability to react to new environments or changing requirements.
Entrepreneurial We innovate with purpose to create value and deliver results. We are bold and ambitious in our thinking, creative and resourceful in our action. We are committed to impact.	**Can do** Solutions focussed, resourceful and adaptable. Will always think 'how might we achieve this.'
Always Learning We listen to understand. We are passionate about learning and seek to constantly improve. We celebrate failure as well as success.	**Passionate** Someone who is enthusiastic about social entrepreneurship / social enterprise and its contribution to the economy and society.

Key details

Salary: £39,067 to £41,446 (depending on skills and experience) + 5% pension

Hours: 35 per week. We would be willing to consider a part-time role for the right candidate.

Annual leave: 25 days pro-rata plus bank holidays

Contract: Permanent

Flexibility: Occasional evening / weekend work and travel within the UK may be needed, especially where support is required by the SSE Network

Location: Flexible, UK based

Please note, we are unable to accept applications from candidates who require visa sponsorship. Roles advertised as flexible or remote location require candidates to be UK-based.

To apply

To apply please submit your CV and a covering letter telling us what you can bring to the role.

Deadline: Friday 5th August at 5:00pm

If you have any questions, or require reasonable adjustments, please email recruitment@sse.org.uk and title your email 'Data Analyst Application'.

The selection process will comprise of a 2-stage interview process and may include a task.

Unfortunately, due to our limited capacity we are unable to provide feedback to candidates not shortlisted for interview.

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SSE is committed to eliminating discrimination and actively encouraging diversity amongst our workforce by developing a staff team that mirrors the rich diversity found in our student population.

We will not discriminate with reference to age, gender, sexual orientation, race, colour, religion, marital status or disability.

Diversity Monitoring

SSE is committed to eliminating discrimination and actively encouraging diversity amongst our workforce and board by developing a team that mirrors the rich diversity found in our student population.

We will not discriminate with reference to age, gender, sexual orientation, race, colour, religion, marital status or disability.

To offer equal opportunities, prevent discrimination and support under-represented groups we encourage applicants to complete our online Diversity Monitoring Form.

The information on this form will be used for monitoring purposes only and will play no part in the recruitment process. All questions are optional. You are not obliged to answer any of these questions but the more information you supply, the more effective our monitoring will be.

In accordance with the provisions of the General Data Protection Regulations (GDPR) 2018, the information you provide will be held confidentially and can only be used if you give us your consent.

As part of any recruitment process, SSE collects and processes personal data relating to job and volunteer applicants. We are committed to being transparent about how it collects and uses that data and to meeting its data protection obligations. Our data protection policy can be found here: **https://www.the-sse.org/your-data/**

Job Applicant Privacy Notice

As part of any recruitment process, SSE collects and processes personal data relating to job applicants. We are committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information does SSE collect?

SSE collects a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process; and
- information about your entitlement to work in the UK;

SSE collects this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

SSE will also collect personal data about you from third parties, such as references supplied by former employers. We will seek information from third parties only once a job offer to you has been made and will inform you that it is doing so.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

Why does the organisation process personal data?

SSE needs to process data to take steps at your request prior to entering into a contract with you. We may also need to process your data to enter into a contract with you.

In some cases, SSE needs to process data to ensure that it is complying with its legal obligations. For example, we are required to check a successful applicant's eligibility to work in the UK before employment starts.

SSE has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job

applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment, and decide to whom to offer a job. SSE may also need to process data from job applicants to respond to and defend against legal claims.

For some roles, SSE is obliged to seek information about criminal convictions and offences. Where the organisation seeks this information, it does so because it is necessary for us to carry out our obligations and exercise specific rights in relation to employment.

SSE will not use your data for any purpose other than the recruitment exercise for which you have applied.

Who has access to data?

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team and interviewers involved in the recruitment process.

We will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. SSE will then share your data with former employers to obtain references for you.

SSE will not transfer your data outside the European Economic Area.

How does SSE protect data?

SSE takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

For how long does SSE keep data?

If your application for employment is unsuccessful, SSE will hold your data on file for 12 months after the end of the relevant recruitment process. At the end of that period your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require SSE to change incorrect or incomplete data;
- require SSE to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing; and
- ask SSE to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override SSE's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact office@sse.org.uk. If you believe that SSE has not complied with your data protection rights, you can complain to the Information Commissioner.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to SSE during the recruitment process. However, if you do not provide the information, we may not be able to process your application properly or at all.

Data controller: School for Social Entrepreneurs, 2nd Floor, 139 Tooley Street, London SE1 2HZ

Reg. Charity in England & Wales (1085465)

HR Data Protection Contact: Helen Moules helen.moules@sse.org.uk
020 7089 9120