



Statistics and Data Officer

Recruitment Pack



Role Description

Job Title: Statistics and Data Officer

Responsible to: Strategic Programme Manager

Hours: Part-time (21 hours)

Salary: £18,181.80 per annum

Normal place of work: Diocesan Offices, Walker Park, Blackburn, BB1 2QE

Background

This is an exciting opportunity for an individual with data analysis experience to play a key role in supporting the mission of Blackburn Diocese by ensuring that high quality data is collected, analysed and provided to others for decision-making at a local and regional level.

The Statistics and Data Officer will support parishes in completing their annual data returns and then play an important role in analysing and reporting on the information collected. Through communicating the key messages identified, the role holder will monitor data metrics and provide valuable information to support the diocese in tracking performance and setting future strategic direction. The national church has provided the diocese with significant funding to support mission and ministry, data metrics have been put in place to monitor delivery of the aspirations which are to be delivered through this funding. Data will need to be routinely analysed and reported on to the national church to enable the diocese to demonstrate delivery against the targets.

Blackburn Diocese has a Vision to see 'Healthy Churches Transforming Communities', we are looking for someone who is excited about seeing this Vision in action across Lancashire. The role will involve regular communication and interaction with a range of people (both ordained and voluntary) in churches across the region as well as the national church, therefore good communication skills will be essential. Experience of analysing datasets and producing strategically useful reports will also be key to this role.

Role purpose

The purpose of the Statistics and Data Officer is:

- To ensure the collection and maintenance of a robust, accurate and complete diocesan dataset.
- To support the delivery of the Diocese Vision through analysing and reporting on statistics and data.
- To monitor the metrics agreed for tracking progress in delivering the missional activities funded through the national church funding mechanisms.

Main responsibilities

The Statistics and Data Officer will be involved in a number of key work areas as set out below.

Statistics and data

- Supporting parishes with the submission of data returns including the annual Statistics for Mission Return, Blackburn Diocese Data Collection Form, Finance Returns/Annual Accounts and Energy Footprint Tool Return. This will include ensuring there is accessible and easy to follow guidance available for parishes as well as being available to answer any queries that parishes may have on a day to day basis.
- Collating parish data into the central diocesan data spreadsheet and keeping this updated as new information becomes available.
- Ensuring other useful external datasets are incorporated in statistical analysis and are available to others for example, the latest Census data and the Indices of Multiple Deprivation.
- To be the focal point for liaison with the National CofE Statistics team, attending webinars, conferences and actively engaging in national discussion around the use of data and statistics.
- Offering ideas to enhance data collection and reporting, and developing processes to put these into practice.

Analysis of data

- Analysing and interpreting statistics and diocesan data making use of statistical tools to ensure that key trends are highlighted.
- On an annual basis, producing the 14 data packs (one for each deanery) that provide a comprehensive presentation of deanery data with appropriate analysis.
- Using initiative to combine different datasets to provide comprehensive analysis both of Lancashire and our diocesan parishes.

Strategic Mission and Ministry Investment (SMMI)

- Working closely with the Strategic Programme Manager to be the focal point in collating data relating to the projects being delivered under the SMMI-funded strategic programme.
- Producing helpful and clear summaries of SMMI statistics for inclusion in progress reports to the national church.

Reporting

- Tracking and reporting on the metrics that form part of the diocesan strategic goals and producing information to demonstrate the level of progress towards achieving the Vision.
- Collating key SMMI data for inclusion in reports.
- Ensuring parishes are kept up to date with helpful summaries of their parish data.
- Support the Director of Vision Delivery and the Strategic Programme Manager through providing data to assist them with strategic decision making and reporting.

Person Specification

Criteria	Essential/ Desirable	How this will be assessed
Training and qualifications		
Educated to degree level in a numerate discipline or equivalent work experience demonstrating strong numeracy and analytical skills	Essential	Application
Skills and competencies		
Highly capable in analysing and evaluating large and complex datasets and producing helpful conclusions, charts and reports to communicate key trends	Essential	Application and interview
Excellent knowledge of Microsoft excel, including its analytical functions	Essential	Application and interview
Ability to use Microsoft Office applications including word, outlook and powerpoint	Essential	Application and interview
Ability to explain findings from data analysis to expert and non-expert audiences	Essential	Interview
Effective oral and written communication of data analysis, methodology and results	Essential	Interview
Experience of data gathering and data entry	Desirable	Interview
Knowledge of Church of England structures and ministry, including parish governance	Desirable	Interview
Personal attributes		
Comfortable working with a wide-range of people at all levels of the organisation	Essential	Application and interview
Warm and personable nature with the ability to build relationships with others	Essential	Application and interview
Ability to motivate others, including parish volunteers, in completing the tasks required of them	Essential	Application and interview
Hardworking and self-motivated with an ability to use initiative to make things happen	Essential	Application and interview
Excellent attention to detail in analysing and reviewing information	Essential	Application and interview
Sympathy with the aims and practices of the Church of England	Essential	Application and interview

Outline of Terms and Conditions

Employer: Blackburn Diocesan Board of Finance

Salary: £18,181.80 per annum

Term of Appointment: Funding is available until 2030

Hours: Part-time role, working a 21-hour working week. The post holder may be required to work additional hours to meet the reasonable requirements of the role. They will be

entitled to time off in lieu for attending meetings outside normal office hours which may include evening and weekends.

Location: The post holder will be based at the Blackburn Diocese Board of Finance, Clayton House, Walker Office Park, Blackburn, BB1 2QE.

Pension: The default for staff is a Royal London Pension Scheme, 10% Employer contribution, 2% minimum employee contribution.

Annual leave: The full-time entitlement is 25 days (not including statutory bank holidays) in the first year of employment rising by 1 day per completed calendar year up to a maximum of 30 days per year. This is pro-rata for part-time employees. The holiday year runs from 1 January to 31 December.

References: Appointment will be subject to the receipt of satisfactory references.

Probationary period: The appointment is subject to the satisfactory completion of a six-month probationary period.

Notice Period: During the six-month probationary period two weeks notice is required on either party. Thereafter you will be required to give three months notice should you wish to resign.

Expenses: Working expenses are paid at the diocesan rates.

Right to work: The post-holder must have the right to reside and work in the UK.

Diversity - The Diocese of Blackburn believes that diversity enables us to thrive and develop and is committed to race equality, welcoming applications from UK Minority Ethnic/ Global Majority Heritage backgrounds

The Diocese of Blackburn is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders and volunteers are expected to share this commitment.

How to apply

Thank you so much for taking the time to read about our vacancy. Do you have analytical skills to help us further our missional activity across Blackburn Diocese? If you do, then we really hope you are now planning to apply to join us.

To apply for this role, please: -

- **Read** the job description and person specification
- **Complete an equal opportunities monitoring form and application form**, clearly showing us how you match the skills that we are looking for
- **Write a covering letter** to accompany your application form setting out why you are the right person for this role and what you will bring to support our work.

Send your completed documents to Andy Cooke (Andrew.cooke@blackburn.anglican.org).

The closing date for applications is 23rd July 2024 with interviews planned for week commencing 5th August 2024.

If you would like an informal chat about this post please contact Chrissie Oakley (Chrissie.oakley@blackburn.anglican.org). We look forward to hearing from you.