

Business and Sales Analyst Job Pack

Summary

Data Orchard is looking for a Business and Sales Analyst to come and join our team. Here you will find the job description, purpose, and responsibilities of the role. We have specified the essential and desirable personal skills and attributes we're looking for in applicants. In addition, there are general responsibilities expected of all staff and information about working for Data Orchard. The recruitment schedule is provided at the end.

Note the deadline for applications is midnight on Friday the 3rd December 2021 and all applications must be made online via this Job Application Link

<https://www.surveymonkey.co.uk/r/BusinessAndSales>

Recruitment Schedule

Deadline for Applications midnight Friday 3rd December 2021

Notification of whether candidates have been shortlisted or not Tuesday 7th December.

Analytical Task for shortlisted candidates from 7th to noon Monday 13th December *

Interviews Wednesday 15th December 2021

Job Offer 17th December with confirmation required by 21st December 2021

*Shortlisted candidates will be required to complete an analytical task to present at the interview. We estimate this should take no more than 4 hours to prepare and all shortlisted candidates will be paid for their time on the task regardless of whether they are offered the role.

Job Description

Job Title:	Business and Sales Analyst
Salary:	£26,000 - £30,000 per annum
Responsible to:	Co-Chief Executive (Sian Basker)
Location:	Predominantly remote working but we do have a small office in Herefordshire and are open to employees using a co-working office space near their home. The right to work in the UK is required.
Hours:	Full Time 35 hours per week worked flexibly Monday to Friday. We're open to part time (0.8 FTE) and compressed hours options.
Contract Type:	Fixed-Term 12 months with potential to become permanent.

Overall Purpose of Job

- To oversee the collection, analysis and presentation of Data Orchard's data to evaluate our impact in achieving our strategic goals and social mission.
- To support sales, contracting, and delivery of the company's products and services, including our Data Maturity Assessments, to clients and partners.
- To manage and maintain the company's data across multiple digital systems, including implementation of a new CRM system.

Specific responsibilities

- Liaising with clients on sales, contracts, project coordination, including presenting.
- Data cleaning, preparation, and analysis to support the team on a range of internal and client projects.
- Data management, merging and manipulation of datasets.
- Mapping, documenting and implementing processes (e.g. sales contracts, business analysis) and identifying efficiency improvements.
- Maintain good data governance and data security, maintaining and updating data assets, recording of processes, and ensuring data protection at all times.
- Data visualisation to demonstrate patterns and trends to communicate in accessible ways to different audiences.
- Draft reports (e.g. annual report and impact evaluation), blogs and presentations for publication.
- Maintain data quality and integrity of our business systems.
- Participate in learning and building our specialist knowledge and skills.
- Contribute to the continuous improvement of the company's processes, tools, products, services, and impact evaluation.

Personal skills and attributes

ESSENTIAL

Professional skills and expertise: Relevant degree in a subject with a quantitative component. or evidence of equivalent knowledge gained through career experience. Have knowledge of the client sectors Data Orchard serves.

Analytical and problem-solving skills: Understand how to apply analytical techniques to data. Synthesise and present clear findings that colleagues and clients can understand and use. Know when and how to involve the team in analysis and synthesis.

Analysis tools: Knowledge and experience of a range of statistical analysis tools including spreadsheets and R.

Curious and Questioning: Curious and questioning approach when thinking about data and how to explore it. Evidenced based approach to certainty and uncertainty in data.

Organised and Systematic: Logical, structured approach to making sense of data.

Attention to Detail: meticulous and exacting in ensuring data quality, identifying and checking detail. Recognise and identify appropriate ways to collect, collate and prepare data.

Communication: Communicate clearly in writing and verbally, with good presentation skills. Relate well to people with differing perspectives. Able to communicate information to technical and non-technical audiences. Able to build positive relationships and work well within a team. Ideally, experience of facilitating discussions within a multidisciplinary team, with potentially difficult dynamics.

Self-motivated: Uses initiative and self-motivated to explore and learn to develop knowledge and skills, and to share these.

Time Management: Able to manage your time and work priorities and identify and reach out when you need support.

Resourceful: Draws on inner resources and is resilient in difficult situations. Remains productive and focused in a pressurised environment. Acts quickly to pull together plans and resources to get things done and knows when to ask for help.

DESIRABLE

Experience of impact measurement: Experience of measuring impact and evaluating outcomes.

Data visualisation and presentation: Know how to use the most appropriate medium to visualise data to tell compelling stories.

Passionate: Has the drive, energy and enthusiasm to champion the data4good cause and support other organisations to develop their data capabilities.

CRM/Database Experience: experience of using and managing databases and/or CRM systems.

General responsibilities for all staff

To support and promote Data Orchard's **core values** at all times:

- **Collaboration:** Cooperate, trust, listen, and communicate with team members, clients and partners.
- **Respect:** Carry out all responsibilities in accordance with Data Orchard's Equality and Diversity Policy. Show mutual respect and consideration for one-another. Ensure peoples' diverse backgrounds, ideas and opinions can be heard.
- **Openness:** Contribute to a culture of trust and shared learning. To constructively challenge and be open to being challenged by others. Be inquisitive and receptive to discussion, new ideas and ways of doing things.
- **Quality:** Apply high standards of professionalism in the work we deliver to clients and how we interact with them, our colleagues and partners. Ensure our work meets legal and ethical standards and is quality assured.
- **Honesty:** Be truthful and fair. To behave with integrity and objectivity. To take responsibility and keep promises.
- **Performance Management:** Actively participate in reviews of what went well and what didn't (projects, own work, the organisation).
- **Learning and Development:** Identifying and undertaking training and development activities as agreed with your line manager. Participate in company procedures and learning.
- **Health and Safety:** Ensure all work is undertaken in accordance with health and safety legislation rules and regulations. Follow procedures and be aware of matters that relate to the duties of the post.
- **Use of Resources:** Ensure value for money and best use of resources in the role and all activities related to Data Orchard.

Working for Data Orchard

Data Orchard has a goal to support and train more young and diverse people into data and not-for-profit sector careers. We are committed to promoting diversity and inclusion in the workplace and enabling flexible and collaborative online working. We actively encourage and welcome applications from candidates of diverse cultures, perspectives and lived experiences. New employees are given a contract and induction to include a staff handbook, policies and procedures. Here's a summary of the benefits of working here:

Flexible and Remote Working

Data Orchard offers flexible working, such as compressed working week, home/remote working, part time and job sharing. We are committed to supporting a healthy work life balance among our staff.

Learning and Career Development

We provide a wide range of learning opportunities to help develop skills and expertise to achieve the potential and aspirations of each staff member. We think the work is interesting and hope you will too!

Pension

Data Orchard offers a staff pension scheme. This requires a contribution of 5% of your gross earnings which Data Orchard will match with 4%. If you wish to contribute over and above this percentage, you may do so.

Holidays

The holiday entitlement for full time employees is 25 days per year plus 8 bank and public holidays, with an increase of one day per year of service (up to a maximum of 5). Your holiday entitlement will be pro-rata to your hours of work if you work part time. The holiday year runs from 1st April to 31st March. Holiday entitlement for this post is 33 days per annum FTE.

Parental Leave

All pregnant employees are entitled to take up to 26 weeks ordinary maternity leave and up to 26 weeks additional maternity leave. Salary will be replaced by statutory maternity pay if you are eligible to receive it. Please refer to the maternity policy for more detail.

Paternity, shared parental and adoption leave meet statutory requirements and are detailed in the Staff Handbook.

Other types of leave

Arrangements for other types of leave are found in the Staff Handbook and Sick Absence Policy.

Probationary Period

All new appointments are subject to a probationary period of 3 months.