

# Data Analyst

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JUBILEE HOUSE  
Diocese of Southwell & Nottingham



## VISION

The Diocese has a vision of Living Hope for the city, towns and villages of Nottinghamshire and beyond and is committed to its mission of Growing Disciples of Christ with Compassion, Confidence of Courage. A key aspect of that vision is the articulation of 7 Areas of Focus which healthy churches attend to: Inspiring Worship, Reaching Younger, Enhancing Diversity, Growing Leaders, Enabling Commitment, Encouraging Generosity and Nurturing Prayer. [Watch our vision video here.](#)

## ROLE PROFILE

As the Diocese for Southwell & Nottingham seeks to operationalise its refreshed vision of Growing Disciples of Christ with Compassion, Confidence and Courage, and with the successful funding from the national church to support the diocesan Church Growth Programme the level of data requirements including monitoring of outcomes across numerous contexts has increased significantly. This role will lead the development and implementation of systems / processes to track, monitor and report on progress of the Church Growth Programme and diocesan wide vision and strategy.

In addition, the role will act as diocesan lead for statistics, lead on data collation, validating and consolidating information, champion data quality and consistency throughout the diocese, diocesan IT lead acting as key point of contact with our external IT provider as well as acting as lead for our diocesan Contact Management System (CMS) and lead on mapping.

This role sits within the expanding Programme Management Office (PMO), which is under the oversight of the Programme Director and the key purpose is to support the diocese and local churches.



## TERMS OF EMPLOYMENT

Title	Data Analyst
Reports to	Programme Director
Location	Jubilee House, Southwell
Working hours	35 hrs/week
Salary	£29,309 to 32,568 depending on experience.
Contract	Fixed term until the end of 2030
Pension contribution	Employer contribution of 10%
Annual leave	25 days + bank holidays and 5 company-wide discretionary days

## KEY RELATIONSHIPS

The post holder is an employee of the Diocesan Board of Finance (DBF) and will report to the Programme Director.

### **Internal relationships include:**

The Programme Director, Project Management Office (PMO) colleagues, the Finance & Operations team, the Communications team and heads of departments.

### **External relationships include:**

Project leads, vicars and PCCs in parishes, the national CMS user group, the national data services team and our external IT provider.

## MAIN ACTIVITIES AND RESPONSIBILITIES

- To lead on establishing and embedding an effective **measurement framework** across the broad range of nationally funded projects and programmes which support the diocesan wide Church Growth Programme alongside the overarching diocesan strategy, feeding into relevant governance structures including but not limited to Programme Board, Executive Board, Bishop's Core Team, Bishop's Council and Diocesan Synod. This includes identifying trends and representing data in creative ways in inform a variety of stakeholders.
- To act as the **Diocesan Lead for Statistics** which includes but is not limited to providing oversight of the annual statistics for mission return, annual return of parish finance liaising with finance colleagues, annual Energy Footprint Tool (EFT) liaising with NZC Support Officer and ensuring diocesan statistics are used to inform key decision making.
- To lead on **data collation, validating and consolidating** information from multiple internal and external sources, proactively liaising with stakeholders across departments to source, standardise and integrate multiple datasets into one single source of truth.
- To champion **data quality and consistency** throughout the Diocese by building and maintaining relationships with key data providers, defining collection requirements, providing guidance to contributors, and setting timely deadlines that consider any data cleansing activities that may be required.
- To act as the **Diocesan Lead for IT**, which involves acting as primary point of contact for our external IT supplier, Chairing the IT Governance Group and liaising with the national IT leads to learn from and embed good practice including how we may better utilise / integrate AI into our working practices. Consider **IT training** requirements and provide / co-ordinate third party IT training as required, to include but not limited to Microsoft Teams and other MS and non-MS packages.
- To take a lead on **CMS** (Contact Management System, essentially our diocesan contact database), attending relevant national meetings and reporting back and liaising closely with the Comms Team to help ensure accurate data to inform mailings / distribution lists. Establishing effective internal systems and processes to ensure effective maintenance of records.
- To lead on **Mapping** including the effective use of ArcGIS / MapInfo or equivalent to support pastoral schemes and diocesan strategic planning.
- Any other duties that would reasonably be included within the remit of this post.

## PERSON SPECIFICATION

### PERSONAL CHARACTERISTICS

#### Essential

- Able to recognise and respect the much-beloved values and ethos of Christianity and the Church of England in Southwell & Nottingham Diocese with its mission to grow disciples.
- A team player, who can work collaboratively in a diverse team who is passionate about organisational growth, demonstrates a can-do attitude and willingness to engage with future projects.

#### Desirable

- A person who shares the values of the Church of England and, whilst not necessarily an Anglican, is a practising Christian.
- A desire to serve the church in the Southwell and Nottingham Diocese and passionate about enabling spiritual and numerical growth in churches.

### COMPETENCIES & SKILLS

#### Essential

- Highly numerate and logical.
- High degree of IT literacy including Microsoft Office in particular, Outlook, Word, PowerPoint, Excel and SharePoint. Use of data analysis tools and a working knowledge of databases.
- Familiarity with a variety of ways of presenting complex data clearly.
- High attention to detail and strong analytical ability able to present information in a variety of formats. Ability to use a variety of data to inform strategic decision making.
- Excellent organisational skills, adaptable and flexible.
- Good relational skills with ability to build and develop relationships at all levels.
- Ability to work independently without close supervision towards key outcomes.
- Strong oral and written communication skills.

### QUALIFICATIONS & EXPERIENCE

#### Essential

- Educated to degree level standard or equivalent level of work experience.
- Experience of working with data including collecting, analysing and presenting data to a range of stakeholders that highlights key trends and articulates detailed findings concisely.

## Desirable

- Experience of working with and developing data modelling for large, complex, organisations would be an advantage.
- Experience with data integration and visualisation tools such as Microsoft Power BI.
- Project or Programme based qualifications or training.

## KNOWLEDGE & UNDERSTANDING

### Essential

- Knowledge and understanding of data, its importance and how this can be used to inform strategic decision making.

### Desirable

- Understanding of the organisational structure, breadth, and dynamics of the Church of England.
- Awareness of external, public data sources e.g. census and public health.





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