



Information Analyst

The Organisation

With its network of parishes covering the country, the Church of England plays an active role in national life, bringing an important Christian dimension to the nation as well as strengthening community life. The Church of England is arranged geographically into 41 Dioceses, each under the care of a Bishop, and covers every part of England.

The Diocese of York takes in much of North and East Yorkshire, an area which includes the cities of York and Hull, as well as Middlesbrough and Selby, two National Parks, and the incomparable Yorkshire coast. We are a family of 607 churches and 125 schools in 470 parishes, led and guided in our faith and work by the Archbishop of York, Dr John Sentamu. York Minster is our principal church.

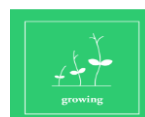
Our vision is to be a family of Generous Churches Making and Nurturing Disciples and we are developing a strategy to meet this vision through goals defined as *Reaching* those we currently don't, *Growing* in discipleship, influence and numbers, underpinned by achieving *Sustainable* finances. A number of substantial new initiatives to achieve these goals are in detailed planning, and this a challenging and exciting to be involved in our work.

The Opportunity

Our strategy programme has highlighted the need to create this new role, aimed at generating fresh insights from the data about the diocese that we already have available, and to identify how we might gather further data to provide insight into questions that we can't currently answer.

The main purpose of the role is to:

- Bring together data (for example demographic and financial), enabling us to better understand the diocese and its operations, the nature of parishes, what is going on in parishes, and to plan for the future.
- Provide usable information and insights that will help the diocese pursue its strategy and further develop mission



The work will involve creating and aligning master datasets, developing information dashboards, sharing fresh insights across a range of subjects, and posing challenging questions. The work will be overseen by a steering group of stakeholders.

This is an exciting opportunity for an experienced information analyst with a proven track record of delivering insights to contribute at the heart of our work to enable spiritual and numerical growth in the church. You will combine strong analytical skills and a flair for insight and getting to the key issues, with the emotional intelligence to engage constructively with others in support of strategic decisions.

At present we are able to offer an 18-month fixed-term contract. This will cover a period during which we will review our long-term needs.

Job Description

Key Responsibilities

- Proactively develop fresh insights through sophisticated analysis of the diocese's and external data; using these to help frame questions that could form the basis for fruitful discussion and decision-making at Archbishop's Leadership Team (ALT) and/or Deanery Leadership Teams
- Act as the driving force for improvements in data collection and reporting; undertake some of this work – liaising with Finance to agree task allocation
- Create and align the master datasets that will be the point of reference for all in the diocesan office, and develop, document and embed the processes for maintaining them; ensure there is one version of the truth, and a shared language for describing data
- Support the Generous Giving and Stewardship team.
- Assist Programme Manager and Project Director(s) to establish measurement mechanisms for major projects
- Develop an ALT 'dashboard'.
- Help to build an ongoing information analysis capability into the Finance team.
- Attending relevant meetings, and be involved in other projects and diocesan initiatives, drawing on the skills and gifts of the post-holder
- Participating in an annual review and appropriate continuing professional development.
- Contributing to the wider work of the Diocese, as appropriate.

Key Relationships

- Finance team
- Generous Giving team
- Programme Manager
- CEO, Archdeacons and other members of the leadership team

- DBF chair
- Finance Committee
- KPIs and Management Accounts Task Group

The job description provides an outline of the key responsibilities of the post and is not intended to be an exhaustive list. The post-holder may be asked to undertake any other relevant duties appropriate to the post and/or drawing on the skills and gifts of the post-holder. The job description may be amended over time, in consultation with the post-holder, in order to meet the needs of the Diocese.

Person Specification

Essential

1. A proven track record in a similar role involving information analysis and delivering insights.
2. Educated to degree level; highly numerate and logical.
3. An enquiring mind and a forensic approach to manipulating and mining data to create insights and information and to frame the questions that matter; ability to interpret data through an understanding of the real world.
4. A methodical approach and a strong orientation to work of a research and problem-solving nature.
5. The ability to plan, organise and prioritise effectively in order to achieve objectives.
6. Well-developed stakeholder engagement skills; able to influence and persuade, and secure buy-in from others
7. Strong verbal and written communication skills, with a creative approach and the ability to deliver insights in clear and accessible written and verbal communications.
8. High degree of IT literacy, with strong Microsoft Excel skills in particular; familiarity with a variety of ways of presenting complex data clearly
9. An understanding of the structure, organisation and culture of the Church of England, ideally including some knowledge of how a diocese works, and how churches and parishes work.
10. A person who shares our values, has empathy with the Christian faith, and a commitment to applying professional knowledge with personal integrity to support the ministry and mission of the Diocese.

Desirable

11. Experience of developing financial models for large, complex organisations would be an advantage.

The post includes a requirement to travel to meetings throughout, and sometimes beyond, the Diocese when required.

Summary of Terms and Conditions

We operate from a modern, open plan office in York, located at Clifton Moor, close to the northern ring road. Our teams provide services in support of the mission and ministry of our churches, parishes and schools. We employ around 70 staff, of all faiths and none, in a range of areas including education, training, property, finance and business support. We're values-driven, and seek to enable each member of staff to make their best contribution to our goals.

Employer	The York Diocesan Board of Finance (YDBF)
Contract	18-month fixed-term contract
DBS Disclosure	A DBS check is not required for this post
Probationary Period	Appointments are subject to a 6 month probationary period
Location	The post is based at the diocesan offices at Clifton Moor, York
Hours	<p>The post is full-time, 35 hours per week.</p> <p>The post holder will be required from time to time to attend meetings outside normal working hours subject to time in lieu. The duties may require travel within the Diocese of York, and on occasions, elsewhere in England</p>
Salary	The post is grade 5. Starting salary is circa £28-30k depending on experience
Pension	The YDBF offers a contributory pension scheme ("the Scheme") organised by the Church of England (the "Church") Pensions Board. For each 1% of contribution paid by the employee, up to a maximum of 7%, the employer will pay a contribution equivalent to double the amount
Holidays	In addition to the eight Bank and Public Holidays, DBF employees are entitled to 5 weeks annual leave in any year
Mileage	A mileage allowance will be paid in respect of journeys undertaken in connection with the duties of the post (currently 45p per mile for the first 10,000 miles)
<i>Non-contractual Benefits</i>	
Employee Benefits	Non-contractual benefits currently offered to include childcare vouchers, eye care vouchers, a cycle to work scheme, and a scheme offering discounts with a range of high street and online retailers, supermarkets, restaurants and leisure providers.
Pastoral Care	Our Diocesan Adviser and Coordinator of Pastoral Care offers the space to talk through pastoral, professional or personal matters and can provide or arrange counselling and/or mediation if required.