

Business Insight Analyst



Job description and
person specification



Welcome

Are you passionate about contributing to solving problems that impact and make a difference in the lives of people and their communities? Are you interested in working with a diverse team who are united in the quest to deploy their skills and gifts for service?

We are looking for a person that is curious, collaborative and passionate about spreadsheets and data to be our Business Insight Analyst; a newly created role to lead and embed the use of evidence-based insight to achieve our vision and five strategic priorities. Through developing this capability across the charity, you will help us understand how we serve communities across Dorset and Wiltshire more effectively and with purpose. The Diocese of Salisbury is a medium-sized organisation with a huge reach – with thousands of young people in our schools, and hundreds of churches and clergy, we support and minister to people of all ages.

Our vision and priorities

Our vision is to make Jesus known in every place so that all might flourish and grow seeking His Kingdom, here and now.

We pledge ourselves to action through: Creative Partnerships in Local Mission; Courageous Christian Leadership; Working for Justice; Championing Climate Justice; Financing the Future Sustainably.

As a result we will be more relevant, valued and successful; working hard to meet real needs with compassion and simplicity.



Working with the Diocese of Salisbury

The role is offered as a Fixed Term Contract for 3 years, with a working pattern of 35 hours per week. We provide a supportive workplace culture, are committed to sustainable work/life balance and offer opportunities for flexible and remote working.

What we offer

We offer competitive and attractive compensation and benefit package.

In addition, we provide a non-contributory pension scheme of **10% pension contribution** (comprising 9.5% pension; 0.5% death in service cover); and which may rise by a further 3% if matched by a 3% contribution from the employee. Our family friendly policies create an environment where our employees are fully engaged and thriving in their responsibilities.

We offer **28 days paid annual leave**, which is inclusive of 4 days office closure during Easter and Christmas. In addition to this, we provide a robust wellbeing scheme for our employees through our employee wellbeing partners.

Line manager:	Director of Strategy and Operations
Hours:	35
Duration:	3 years
Salary:	£42,625.00 pa
Team:	Parish Support
Responsible for:	N/A

Job description

Develop and embed the use of evidence-based insight that enables the charity to achieve its strategic outcomes and effectively deploy resources and support.

Data insight development

In coordination with key stakeholders, define, develop and implement data insight capability that aligns with the diocesan vision, strategic priorities and desired outcomes, making it accessible and usable to diocesan leaders.

Data insight analysis and management

Collate, consolidate and analyse complex dataset, synthesising and presenting this clearly to enable the framing of questions that form the basis for fruitful discussions and inform evidence-based decision-making.

Data insight reporting

Report and present data insight to a wide range of stakeholders in accessible ways. Facilitate and encourage colleagues to develop and build confidence in their own ability to generate and apply data insight in their own roles.

Stakeholder engagement

Act as the driving force for improvements in data collection, reporting and analysis; working in partnership with stakeholders to request, collect and process data. Liaise, shape and share best practice nationally across the Church of England network.



Person specification

Qualifications & Training required

- Education to A-level or equivalent
- Further relevant certification, qualification(s) is desirable.

Experience required

- Demonstrable experience in a data analyst job role – minimum of 3 years.
- Knowledge and experience with SQL, Power Automate, data bases are desirable.

Competencies & skills required

- Up-to-date advanced knowledge of Microsoft Office, specifically Excel, PowerPoint, PowerBI.
- Ability to analyse data confidently, simplify and transform it into actionable insights.
- Critical thinker with excellent attention to detail. Effective communicator (verbal and written) with strong relationship management.
- Excellent administrative, organisational and presentational skills.
- Curious, agile, and collaborative, able to respond effectively to changing and competing priorities. Ability to successfully influence a range of stakeholders to create a sense of common purpose and advocacy.
- Problem solving and solutions orientated.
- Confidently translate complex technical terminology, concepts and issues to any audience.

- An understanding of and empathy with the aims and ethos of the Church of England.
- Advanced programming skills is desirable.

Other requirements

- Travel within the diocese (counties of Wiltshire and Dorset)
- Weekend and evening working occasionally, to attend meetings and events
- Driving licence or means of transport is needed

Completing an application form

As part of your application please submit the following:

Part 1 Complete an Application Form. **This can be found via this link.**

Part 2 A one-page cover letter, not more than 500 words describing yourself and telling us your motivation for applying for the role.

Part 3 A current CV.

Please return applications with supporting documentation by email to hadmin@salisbury.anglican.org.

Closing date	20 October 2023
Shortlisting date	24 October 2023
Interview date	2 November 2023

If you think you can make a real difference in this role and you would like to discuss your interest further through an informal conversation, or if you have any queries about the role; please contact the HR Team (Tunde and Natalie) on hadmin@salisbury.anglican.org.



To ensure the fairness of the selection process, shortlisting will be based upon the information you provide in your application and assumptions will not be made about your experience or skills. We will look for demonstrable evidence that you meet the criteria set out in the person specification. A copy of our privacy policy for job applicants can be [downloaded here](#).

Whilst this role does not require you to be a practicing Christian, we would request you to be in sympathy with and be comfortable with the aims and ethos of the Church of England, and a basic knowledge of its structures would be desirable, but not critical.

Further details regarding the interview process will be communicated at the time shortlisted applicants are invited for interview.

If you are unfamiliar with the Church of England's, [Diocese of Salisbury](#) please feel free to peruse our website [The Diocese of Salisbury \(salisbury.anglican.org\)](http://The Diocese of Salisbury (salisbury.anglican.org)).

You can also find out more about the team you will be working with [here](#).