



Unit 1B. 1 Hammond Road, Bedford, MK41 0UD
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Email: enquiries@autismbeds.org Website: www.autismbedshire.net

Registered Charity No: 1100722

Job Description

Post Title:	Data Analyst and Communications Manager
Location:	Unit 1B. 1 Hammond Road, Bedford, MK41 0UD
Hours:	20 – 25 hours/week (hours can be worked flexibly)
Salary range:	£23,622 - £30,762 FT equivalent: 20 hours: £12,600 - £16,400 25 hours: £15,750 - £20,500

Job Purpose:

Autism Bedfordshire is a highly successful Charity that provides a wide range of services to improve the quality of life for autistic children, young people and adults plus their families in Bedfordshire. The role of the Data Analyst and Communications Manager is pivotal to the success of the Charity, supporting the operational teams in managing the data and information gathering processes across the full range of the Charity's services. You will work closely with the Child and Adult Services Managers, our Autism Training Manager, Fundraising Team, and Digital Marketing Apprentice (who you will directly line manage) to monitor our services and communicate our impact via reports, presentations and various media platforms. Central to this is the efficient use of our Salesforce database and its applications to collect, extract and analyse the necessary data to both secure funding and communicate the high quality work that the Charity delivers.

Key Responsibilities:

Data and Information Management and Analysis

- Liaise with the Charity's operational teams regarding the services they are delivering and future plans, to inform funding applications, grant reports and marketing collateral
- Regularly communicate with the Charity's operational teams regarding service progress including planning and agreeing milestones to meet the monitoring requirements for grants made to the Charity
- Liaise with the Charity's operational teams regarding data collection and entry into the Salesforce database (details of services, beneficiaries, outcomes etc)
- Manage the extraction, analysis and presentation of data and supporting information so that it can be used to gain support from local authorities, independent trust funders and community fundraisers, as well as raise awareness about what the Charity does amongst the wider community.
- Perform administrative tasks such as creating or updating fields, creating reports and dashboards as requested by the Charity's operational teams
- Proactively manage data quality to identify and fix duplicate, inconsistent, missing and incorrect data, and ensure data security and protection is maintained at all times.

Reporting

- Maintain the positive relationship with the Fundraising team through providing all the information they need for applications or reports, by deadline.
- Liaise with the Fundraising team to maintain a calendar of reporting deadlines for grants
- Establish with the Charity's operational teams processes and timescales to gather service evaluation information for funders (questionnaires, quotes, case studies, photographs and videos) and, where necessary, analyse the information in readiness for reporting purposes.
- Effectively gather all the necessary data and information to include in funding applications and reports – outputs, outcomes, impact, costs and evidence of spend – to forward to the Charity's operational teams or the Fundraising team, as requested.
- Design and produce comprehensive, well-structured, accurate and eye-catching reports for funders that clearly show the outcomes that have been achieved as a result of their support
- Liaise with the Finance Manager and the Charity's operational teams to compile the end of year published Annual Report.

Marketing and Communication

- Line manage the Digital Marketing Apprentice in the creation of promotional and publicity material to support fundraising activities and campaigns.
- Supporting the Digital Marketing Apprentice in:
 - researching local and regional organisations for potential Charity of the Year partnerships
 - identifying fundraising events/campaigns that could generate income
 - the development and implementation of a Marketing and Communication strategy.
 - the creation of promotional and publicity material to support fundraising activities and campaigns.
 - the establishment of legacy funding as a new income stream.
- Give presentations to potential funders or donors to show the impact of our services, which may then generate support.
- Represent the Charity when required, this may include attendance at external events and media publicity.

Relationships

Reporting to: CEO

Responsible for: Digital Marketing Apprentice

Main internal contacts: Child and Adult Services Managers and their teams, Autism Trainer, Fundraising Team, Finance Team

Other information

The majority of the work will be office based. Occasional travel for training may be necessary as well as to deliver autism awareness and fundraising talks to other organisations.

The duties of the post may be subject to variation from time to time. However, changes will only be made in consultation with the post holder.

Equal opportunity and diversity

Autism Bedfordshire is an equal opportunities employer. The aims of the equal opportunities policy is to ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour, nationality, gender, sexual orientation, marital status, age, religion or any disability nor disadvantaged by conditions or requirements which cannot be shown to be justifiable.

Health and Safety

It is the general duty of every employee to take responsibility for the Health and Safety of himself/herself and others, including the use of necessary safety devices and protective clothing, and cooperate with the management in meeting its responsibilities under the Health and Safety at Work Act. Any failure to take such care or any contravention of safety policy or managerial instruction may result in disciplinary action being taken.

Confidentiality and Data Protection

All staff are required to respect the confidentiality of all matters that they may learn relating to their employment, other members of staff and to the general public. All staff are required to adhere to the regulations regarding the Data Protection Act 1998.

AUTISM BEDFORDSHIRE IS COMMITTED TO SAFEGUARDING.