

## **JOB SPECIFICATION – ANALYST**

Passionate about making a difference? A believer in using evidence to help make a bigger difference?

We are looking for an Analyst to join our Evaluation and Research team, to help our clients in the charity and public sectors to understand, articulate and improve their impact. This is an opportunity to work in a small, committed team supporting organisations such as Macmillan Cancer Support, Lloyds Bank Foundation, BBC Children in Need, Mind and Versus Arthritis.

We need someone who can work magic with quantitative data, and who is also interested in getting out into the field to conduct qualitative research. We're all home-based, so you'll need to be comfortable with the discipline which that requires, and be happy with working under your own steam – but you won't be abandoned, we all keep in close touch with online meetings and frequent get togethers.

If this sounds like you, let's have a conversation.

Job title:	Analyst
Areas of work:	Evaluation & Research Supporting internal business processes Supporting business development activities
Salary:	Circa £20-22k depending on level of experience and expertise We are also committed to investing in staff development – all staff receive a minimum of five days CPD per year
Location:	Home based, with IT provided to support remote working. Whilst remote working means that we can theoretically work from anywhere, our ideal candidate would live in the Central Belt of Scotland or with good rail access to Edinburgh to enable frequent team interaction in person.
Travel:	The role will involve travel within the UK to team meetings and client sites. All travel by public transport will be reimbursed at cost, and mileage (car, bicycle or motorcycle) will be reimbursed at HMRC rates.
Closing date:	10 February 2023
Interview date:	24 February 2023

## **Key responsibilities:**

Quantitative data analysis

- Data wrangling
- Data cleaning
- Exploratory data analysis to identify themes and answer evaluation questions
- Developing explanatory data visualisations

Data management

- Collating monitoring data returns from multi-site projects
- Liaising with sites to ensure timely data returns

Desk research/market research

Survey sampling, survey creation and survey management

Contributing to production of reports and tenders

Identifying tender opportunities

## **Additional responsibilities depending on experience:**

Conducting semi-structured interviews and focus groups with research/evaluation subjects

Supporting analysis of qualitative data

## **Person specification**

The most important personal qualities that we look for in team members are:

- curiosity
- commitment to making a difference
- enthusiasm
- willingness to learn
- great interpersonal skills

We want sparky people who get excited by the work Brightpurpose does, and – crucially – the work our clients do. In addition, the table below shows the essential and desirable attributes we're looking for.

Essential skills and attributes	Desirable skills and attributes
Exceptional analytical skills and the ability to make sense of complex information	Practical experience of using online survey software
Personal organisation skills	Practical experience of creating/using databases
Self-motivation and ability to work independently	Project management skills
Exceptional communication skills – both written and verbal	Information design, such as creating infographics
Critical thinking and problem-solving skills	Practical experience of using validated measures such as Warwick-Edinburgh Mental Wellbeing Scale
Excel ninja, comfortable with working with complex and multiple datasets. Specific abilities in: <ul style="list-style-type: none"> <li>• Advanced Excel functions</li> <li>• Linking data across multiple sources</li> <li>• Cleansing data provided by others (de-duping, identifying and resolving inconsistencies)</li> <li>• Exploring data to develop insights and identify themes</li> <li>• Contributing to decisions about how to interpret and present data</li> <li>• Developing data visualisations to illustrate insights from quantitative data for lay audiences</li> <li>• Applying statistical analysis techniques where necessary</li> </ul>	Practical experience of using Power BI
Practical experience of qualitative analysis techniques (manual thematic analysis, codification)	Experience of conducting semi-structured interviews and/or moderating focus groups

Due to the nature of some of our work, we require all our staff to have an Enhanced Disclosure from Disclosure Scotland. Any offer of employment would be conditional on the applicant securing an Enhanced Disclosure. We would administer and pay for the Disclosure application process for the preferred candidate.

### **Interested?**

If you'd like to arrange an informal chat about the position, contact Helen Highley on 01968 660009.

If you want to apply for the position, email your CV and a letter telling us why you'd be right for the Brightpurpose team to: [jobs@brightpurpose.co.uk](mailto:jobs@brightpurpose.co.uk)