



## Data and Evaluation Advisor

### About us

Superhighways, a project of Kingston Voluntary Action, offers advice, training and IT support to help small charities and community organisations across London be more effective, raise their profile and demonstrate their impact using digital technology.

See [www.superhighways.org.uk](http://www.superhighways.org.uk) for further information.

### Cornerstone data literacy & digital skills support programme

The Cornerstone programme is a joint-funder initiative to create systems change in London. Superhighways has been awarded two year funding from the City Bridge Trust to lead a consortia of organisations working in partnership to build data literacy and digital skills in London's small local charities and community groups. Training and support will focus on how civil society organisations can better evidence need in their communities, capture and explore data in a measured and robust way and use it to inform future services and activities, and share stories of change to inspire action.

We are looking for an exceptional individual to join our small friendly team to develop our data support offer in collaboration with our partners.

### Recruitment timetable

To apply for the post – please download and complete [this application form](#) and return by mail to Superhighways, c/o Kingston Voluntary Action, Siddeley House, 50 Canbury Park Road, Kingston, KT2 6LX or email to [info@superhighways.org.uk](mailto:info@superhighways.org.uk)

Closing date for applications	Tuesday 2 <sup>nd</sup> July at 5pm
Shortlisting decisions	Thursday 4 <sup>th</sup> July
Interviews	Tuesday 9 <sup>th</sup> July

## Job description

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<b>Post:</b>	Data and evaluation advisor
<b>Purpose:</b>	To improve data literacy and digital skills of small local charities and community groups, enabling better use of data to evidence need, evaluate services and influence change. This will be achieved by developing and delivering appropriate training and support, working as part of the Superhighways team and the wider Cornerstone partnership.
<b>Responsible to:</b>	Superhighways Manager
<b>Salary:</b>	£19,727 - £26,302 pro rata (21 – 28 hours, negotiable) (WTE £32,878)
<b>Length of contract:</b>	Fixed term contract - 22 months (with a view to extend)
<b>Benefits:</b>	16 – 22 annual leave days pro rata (WTE 27 days) + bank holidays; 3% pension contribution
<b>Funding:</b>	City Bridge Trust (and potentially additional income generation)
<b>Location:</b>	Based at the Kingston Voluntary Action office in Kingston. Travel across London will be required, as may occasional evening and weekend work.

### Summary

To contribute to the development of a data literacy and digital skills support programme to improve the understanding and usage of data by civil society organisations in London.

### Key tasks

1. To create and deliver data skills training via group training sessions, webinars, 1:1 surgeries and production of appropriate support resources
2. To research and test digital tools suitable for small local civil society organisations e.g. spreadsheets, databases, online forms and data analysis / visualisation tools, creating support resources to help small groups implement these tools
3. To identify case studies and develop guidance for best practice in data use e.g. statistics essentials, privacy by design and default, accessibility and data ethics

4. To identify civil society data projects and match with pro-bono data expertise via for example our partner, DataKind UK or Universities
5. To pilot data expeditions with small local civil society organisations, attending and contributing to other 'data for good' initiatives run by e.g. partners Greater London Authority & London Plus
6. To signpost organisations to other relevant support services and sources of data
7. To collaborate with other organisations, in addition to our Cornerstone partners, e.g. NPC, 360 Giving and London local authorities
8. To contribute content to the monthly Superhighways eNews, social media posts and blogs
9. To monitor and evaluate programme delivery to ensure high standards, inform future improvements, and meet targets set.

### **Other duties**

1. To work as part of the Superhighways team and contribute to our overall aims and objectives
2. To attend staff meetings and training as required
3. To operate in accordance with the organisation's values, policies and procedures
4. To work within agreed work plans, manage own work load and be self-servicing
5. To promote the work of the Superhighways and participate in any other activities as necessary

### **Key working relationships**

1. Superhighways and Kingston Voluntary Action staff teams
2. Cornerstone project partners - London Plus, DataKind UK, HEAR Network, Coalition for Efficiency, Makerble and Greater London Authority
3. London's CVSs and other infrastructure agencies
4. London's frontline civil society organisations

## Person specification

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The successful candidate will be enthusiastic, enjoy working on a variety of tasks, and motivated to further civil society organisations' data capabilities to achieve and sustain social action.

Requirements	Essential	Desirable
<b>Educational attainment</b>	<ul style="list-style-type: none"> <li>Degree level or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>Training or qualification in data analysis or related subject</li> <li>Teaching or related training / coaching qualification</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Demonstrable understanding of how to use qualitative and quantitative data for monitoring, evaluation and influencing policy</li> </ul>	<ul style="list-style-type: none"> <li>Good understanding of civil society and the major challenges faced by frontline organisations</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Supporting and training others in their use of data</li> <li>Working on a range of data projects analysing datasets, and acting on insights</li> <li>Sourcing and using data from a range of sources including open data</li> <li>Using a range of data analysis / visualisation tools, techniques and systems</li> </ul>	<ul style="list-style-type: none"> <li>Creating and delivering training courses</li> <li>Creating support resources to help others utilise data effectively</li> <li>Developing outcomes frameworks</li> <li>Monitoring and evaluating projects</li> <li>Working within the civil society sector</li> <li>Establishing external partnerships</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>Excellent analytical skills and critical thinking</li> </ul>	<ul style="list-style-type: none"> <li>Advanced data analysis and visualisation skills</li> </ul>

	<ul style="list-style-type: none"> <li>• Excellent organisational and workload management skills</li> <li>• Excellent communication skills – oral and written, to a variety of audiences</li> <li>• Excellent training and facilitation skills</li> <li>• Excellent digital skills including advanced Excel</li> </ul>	
<p><b>Personal qualities</b></p>	<ul style="list-style-type: none"> <li>• Passionate about sharing knowledge and skills, motivating others to learn</li> <li>• Team player with a collaborative &amp; flexible approach to working</li> <li>• Passionate about using data to better understand and address issues facing London’s communities</li> <li>• Commitment to working positively, within a framework valuing and celebrating diversity</li> <li>• Proactive and self-motivated</li> </ul>	