Home-Start is committed to safer recruitment practice as an important part of safeguarding and protecting children and vulnerable adults

Job Description – Impact & Data Analysis

Job Title: Performance & Data Officer

Responsible to: Finance & Admin Manager

Responsible for: Data collection, analysis, reporting, social value calculation (TOMS) and impact presentation

Purposes of the job

To lead on the collection, quality, analysis, interpretation and presentation of data that evidences the impact of Home-Start Kirklees' work. This role will support our ability to communicate the value we deliver to families, funders, commissioners and other key strategic stakeholders.

You will oversee our use of data systems, build and produce tailored reports and visual content, and help embed data-informed thinking across the organisation. A key focus will be measuring and reporting on social value using frameworks such as TOMS and exploring innovative ways to bring our impact to life through narrative and visual storytelling.

Main Responsibilities

Manage and analyse data from multiple sources to ensure quality, consistency, and GDPR compliance.

Develop impact reporting and social value frameworks to measure and communicate the organisation's outcomes.

Create visual reports and dashboards using tools like Power BI and infographics to present insights clearly.

Collaborate with staff and leadership to build data confidence, support strategic planning, and contribute to funding applications and communications.

Oversee information governance and IT systems, including data security, software development, and supplier coordination.

Data Management & Analysis
- Collect, clean, and manage data from multiple sources (e.g. Charity Log, JSNA, Observatory data, surveys, and social media)
- Ensure data quality, consistency, and compliance with GDPR and internal policies
- Analyse quantitative and qualitative data to identify trends, outcomes, and areas for improvement

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- Translate data into meaningful insights to support service development and strategic decision-making
- Use financial data to assess costs per project to aid funding bids

Impact Reporting & Social Value
- Implement and manage social value frameworks (e.g. TOMS), with the ability to explore others (e.g. SROI)
- Calculate and report on social value generated by Home-Start Kirklees activities
- Develop monitoring and evaluation frameworks to track impact across service areas
- Produce clear, accessible impact reports tailored for:
  - Commissioners and grant givers
  - Families and local communities
  - Trustees and internal teams
  - Funders and grant applications

Visualisation & Storytelling
- Design dashboards and visual reports using tools like Excel, Power BI, or Tableau
- Use infographics, case studies, and narrative summaries to present complex data simply
- Innovate in digital and creative communication of insights (e.g. short videos, interactive content)

Collaboration & Capacity Building
- Work with service delivery staff to build confidence and competence in data use
- Support the Senior Management Team (SMT) in strategic planning and evaluation
- Contribute to marketing, communications, and funding applications with evidence and insights
- Support internal learning through regular data reviews and reflections

Information Governance & Digital Infrastructure
- Support the review of policies associated with General Data Protection Regulations.
- Support the annual review of the NHS Data Security and Protection Toolkit.
- Report and record incidents of data breaches and security breaches.
- Support the organisation in developing its use of software and IT devices.
- Laise with external suppliers who support the business
- Support the testing of cyber security and IT systems and any certification to be acquired by Home-Start Kirklees.

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Person Specification – Performance and Data Officer

Essential and desirable skills, abilities, experience, knowledge and special requirements for the post of Performance and Data Officer.

This form also indicates how the different requirements may be assessed during the selection process:

A = Application Form, I = Interview, E = Exercise

Person Specification			
ESSENTIAL	**Method of Assessment**		
	A	**I**	**E**
Education and qualifications			
Good standard of education (A-Level or equivalent)	✓		
Proficiency in data tools (eg excel, TOMs, SQL, Power BI, Tableau, Python or R)	✓	✓	
Recent relevant training	✓		
Employment History			
Present and previous relevant employment	✓	✓	
Strong understanding of social value frameworks and methodologies	✓	✓	
Ability to interpret complex data and communicate insights clearly	✓	✓	✓
Familiarity with TOMS framework	✓	✓	
Professional training and experience	✓	✓	
Experience with CRM systems and cloud-based data platforms	✓		
Supporting families			

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Person Specification			
Experience in the voluntary or community sector	✓		
Skills			
Promotional skills		✓	
Presentation skills		✓	✓
Ability to work as part of a team	✓		
High attention to detail and commitment to data quality			✓
Self-management/personal attributes			
Interpersonal skills	✓	✓	✓
A positive and creative approach to tackling tasks	✓		✓
Commitment to good safeguarding practice	✓	✓	
Knowledge of and commitment to equal opportunities and anti-discriminatory practice	✓	✓	✓
Understanding of the need for professional confidentiality & protection of personal data	✓	✓	
Good, effective written and verbal communication skills	✓		✓
Ability to work on own initiative	✓		✓
Ability to establish and maintain effective relationships with a wide range of people	✓		
IT literacy	✓		✓
Ability to work independently and collaboratively	✓	✓	
Special requirements			

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Person Specification			
Able to work flexibly	✓		
Willingness to access training opportunities	✓		
Eligibility to work in the UK	✓		

DESIRABLE			
Experience of caring for young children	✓		
Experience of presenting to boards or funders	✓		✓
Negotiating skills		✓	
Degree level relevant education	✓		

August 2025