

# “Working in partnership to influence and transform Health and Social Care”



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**Impact and Insight Manager £28,000 – £35,000 Pro Rata**

# Job Description

<b>Post:</b>	Impact and Insight Manager
<b>Responsible to:</b>	Communications, Engagement, and Involvement Lead
<b>Hours:</b>	28 – 35 hours per week (negotiable)
<b>Salary:</b>	£28,000 – £35,000 Pro Rata
<b>Location:</b>	Based at Perkin House, Bradford 1
<b>Special conditions:</b>	As part of this role, you will be required to work and travel across the Bradford District and Craven. While the VCS Alliance supports hybrid working, there is an expectation that you will be in the office for at least two days per week.
<b>Benefits:</b>	28 days annual leave per year (Pro Rata) plus bank holidays, an additional day of leave for your birthday, Employee Assistance Programme, hybrid working, workplace pension, opportunities for professional development and free office parking.

## Purposes of the Post

To lead insight and impact of the Voluntary, Community and Social Enterprise (VCSE) sector across Bradford District and Craven, including developing and managing the Impact and Insight function for the VCS Alliance. To ensure the work of the VCSE sector is founded on good insight and that the impact can

be presented clearly to wide range of audiences across the Bradford District and Craven Health and Care Partnership system. You will work in partnership with data and intelligence colleagues in Public Health and the NHS, promoting equitable outcomes for all community members.

## Duties and Responsibilities

- To lead, on behalf of the VCSE sector, and in collaboration with system partners, the development of a shared set of metrics to measure the impact of the sector's work, particularly in taking pressure off front line health and care services.
- Lead the development and implementation of an approach to demonstrate the impact of the work of VCS partners and their contribution to reducing inequalities.
- Work in collaboration with other voluntary sector infrastructure partners and their data and insight leads to help develop a joined up and collaborative approach to impact and insights across and on behalf of the VCSE sector.
- Develop, maintain and manage good relationships with a broad range of partners including, Local Authority, NHS partners, VCSE partners.
- Gather local, national, and international insight and learning to help inform investment decisions and the evolution of the VCS Alliance and its delivery partners' work.
- Provide insight and learning for VCS Alliance staff, and VCSE advocates across the health and care system, to help them inform, advocate, influence and/or inspire.
- Present insights to a wide range of audiences, which includes senior leaders from different sectors, for a range of purposes including informing, advocating, influencing, and inspiring.
- To work in collaboration with system partners, including ICB and public health staff, to access relevant data that be translated into insight required to demonstrate impact of the VCSA and its delivery partners and wider VCSE organisations.

Continued overleaf

# Job Description

## Duties and Responsibilities continued...

- Support the monitoring, learning, evaluation of programmes for the VCS Alliance and its delivery partners.
- Produce regular reports which help demonstrate the impact and learning of the work of the VCS Alliance and its delivery partners.
- Support the continued development of insight collection methods across a variety of projects.
- Engage in insight and impact conversations on behalf of the VCS Alliance with colleagues with similar roles across the BDC ICB system and the wider VCSE sector.
- Liaise with external evaluation agencies as required, ensuring that their insight is integrated within the VCS Alliance impact and insight system.
- Assist the Operations Director in managing all aspects of GDPR on behalf of the VCS Alliance, including acting in the role of Caldicott Guardian.

## General Requirements

- Undertake personal training as required.
- Attend regular supervision sessions and staff meetings.
- Support general VCSA administration by handling inquiries via the telephone, email and drop-ins.
- Provide relevant information for VCSA's newsletter/s, mailings, website and social media.
- Comply with all organisational policies and procedures.
- Promote VCSA with all stakeholders during the duties of your work.
- Undertake any other duties prescribed by your line manager.

## Equal Opportunities

VCSA is committed to promoting equality, diversity and inclusion, anti-discrimination and anti-oppressive policy and practice. Everyone who comes into contact with the VCS Alliance and its staff and volunteers will be treated with dignity and respect and will not be discriminated against directly or indirectly on the grounds of any protected characteristic described in the Equality Act (2010) including their gender identity, sex, race/ethnicity, religion, marital status, sexual orientation, mental health status age or disability. Job applicants, employees, volunteers and service users will be entitled these protections too.

## Notes

All jobs are subject to change from time to time and this job description will be reviewed regularly. This post is subject to a 3-month probationary period and will be subject to a Basic Disclosure and Barring Service check. Applicants must be eligible to work in the United Kingdom.

# Job Description

## Person Specification

Skills and Experience	Assessment
Excellent IT skills with the ability to use a variety of software that is used alongside impact and insights.	Application/Interview
Experience developing and managing systems that demonstrate impact and insights.	Application
Experience of analysing quantitative and qualitative data and insight to inform decision making.	Application
Experience in using a range of digital tools to capture and manage data and insight.	Application/Interview
Ability to present complex information to a range of audiences.	Interview
Excellent written, oral and interpersonal skills needed to produce high quality written communications.	Interview
Experience of working collaboratively with teams to deliver against collective outcomes and ambitions.	Application/Interview
Ability to forge meaningful relationships and influence the approach of others.	Interview
Self-motivated, well organised, and experience of working to deadlines.	Application/Interview
Passionate about driving positive change for communities.	Interview
Knowledge	
In depth and wide-ranging knowledge of insight and impact collection methods.	Application / interview
Knowledge of data security legislation and up to date practice, including the role of the Caldicott Guardian.	Interview
A good understanding of the challenges and opportunities for the VCSE Sector in the current environment.	Application/Interview
Values	
Commitment to diversity and inclusion.	Interview
Commitment to working sustainably.	Interview
Demonstrates honesty, openness and respect for everyone.	Interview



If you would like to know more about this exciting opportunity or if you have any questions - please contact Nick Rogers, Operations Director in confidence on email: [nick@thevcsalliance.org.uk](mailto:nick@thevcsalliance.org.uk)  
**Opportunities with The VCS Alliance and External Partners - The VCS Alliance**

**Closing date: Sunday 14th July at 11.59pm Interviews will take place week commencing 22nd & 29th July 2024.**  
**For further information about how to apply visit [www.thevcsalliance.org.uk](http://www.thevcsalliance.org.uk)**