

“Working in partnership to influence and transform health and social care”



Data Analyst

£28,000 FTE | 3 days (21 hours) a week

Job Description

Job Title: Data Analyst

Reports To: Director of Performance and Assurance

Location: Bradford

Hours: 3 days (21 hours) a week

Working Conditions: Hybrid working. Minimum of one day per week in our Bradford office. Flexible working hours within the core hours of 8am–6pm, Monday to Friday.

Salary Range: £28,000 FTE per annum, pro rata.

Contract Type: Permanent

Benefits: 28 days annual leave per year, plus bank holidays, pro rata. An additional day of leave for your birthday. Employee Assistance Programme, hybrid working, workplace pension, opportunities for professional development and free office parking.



Job Description

Role Summary:

We are looking for a Data Analyst to support the analysis and reporting of impact across a portfolio of projects and programmes delivered by a range of our VCSE delivery partners. This is a great opportunity for someone with a genuine interest in data who wants to further develop their analytical and reporting skills within a supportive team, working on data that demonstrates positive impact on local communities.

Working alongside colleagues across the VCSA, you will help bring together information from different projects, support the production of clear reports and visualisations, and help the organisation understand what its data is telling us about performance and impact. You will be supported to grow into more advanced areas of the role, such as dashboard development, performance frameworks, and presenting to senior stakeholders, as your experience builds.

The VCSA focuses on supporting delivery that benefits marginalised and underserved communities, and is committed to delivering services that are equitable, inclusive, and responsive to lived experience. We are looking for someone who shares this commitment and who will approach data about the people we support with care, respect, and an awareness of the people behind the numbers.

Key Responsibilities

- Support the analysis of data across a portfolio of projects, each with its own objectives and key performance indicators (KPIs).
- Carry out quantitative analysis (numbers, figures, statistics) and qualitative analysis (feedback, case studies, survey responses) to help evaluate performance and impact.
- Support the identification of trends, patterns and areas worth exploring further, raising these with colleagues and line management.
- Support the bringing together of data from different sources and systems into clear, consistent formats for reporting.
- Help maintain accurate, well-organised data and flag any quality or consistency issues.
- Support compliance with data protection requirements and organisational policy when collecting, storing, and sharing data.
- Produce clear reports, summaries, and visualisations (using Excel and other tools) for both technical and non-technical audiences.
- Work with colleagues across the VCSA to understand their reporting needs and help improve the quality and usefulness of the data collected.
- Contribute to discussions about how the organisation measures performance and impact and support the development of monitoring tools over time.
- Take part in training and development opportunities to build skills in areas such as dashboards, statistical analysis, and stakeholder presentation as the role develops.

Person Specification

Skills and Qualifications Required

Essential:

- A genuine interest in using data to understand performance, impact and improvement, gained in any sector.
- Experience working with project, programme, or performance data, including good Excel skills (formulas, tables, filters, charts).
- Ability to analyse both quantitative data (figures, statistics) and qualitative data (feedback, case studies, survey responses) to identify trends and patterns.
- Ability to produce clear written summaries, reports or visual presentations for non-technical audiences, with good attention to detail and accuracy.
- Awareness of data protection and confidentiality, and good communication skills with colleagues across the organisation.
- A genuine commitment to equity, diversity, inclusion, and anti-racist practice, including sensitivity when working with data about marginalised and underserved communities.
- Ability to work both independently and as part of a team, with the confidence to ask for support when needed.



Person Specification

Desirable:

- Experience analysing complex, multi-source datasets, with advanced Excel skills or experience using dashboard/visualisation tools such as Power BI or Tableau.
 - Experience working with sensitive, personal, or health-related data, and knowledge of related information governance requirements (e.g. NHS National Data Opt-Out).
 - Experience developing monitoring frameworks, KPIs, or impact measurement systems, including statistical, predictive or SROI analysis.
 - Experience presenting findings to senior leaders or external stakeholders.
 - Direct experience working with, or analysing data relating to, marginalised, underserved and underrepresented communities.
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Key Outcomes

The Data Analyst will help The VCSEA:

- Better understand project performance and outcomes.
 - Improve decision-making through evidence-based insights.
 - Identify trends and opportunities across the project portfolio.
 - Strengthen data quality, governance, and reporting processes.
 - Contribute to a culture of continuous improvement through clear, accessible reporting.
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More info

Notes

All job roles are subject to change from time to time, and this job description will be reviewed regularly. The job description is a guide to the work that you will be required to undertake and represents a range of responsibilities commensurate with the seniority of the post.

This post is subject to a 3-month probationary period.

Application

Please see our [Job Application Pack](#) for how to apply and the full information about our Application and Recruitment process.

Contact

If you would like to know more about this exciting opportunity or if you have any questions, please contact Yasmin Khan, Senior Relationship Manager, by emailing: Yasmin@thevcsalliance.org.uk

Deadline:

The closing date for applications is Midnight on the evening of **Sunday 26 July**. Interviews are planned to be held Tuesday 4 August.