



Data and Monitoring Officer required (Full Time)

Are you a feminist with a passion for numbers and interesting in data analysis?

AVA is looking for a Data and Monitoring Officer to support us to use data better across our work and organisation. We are looking for someone that is passionate about how data can be used better to increase our impact and achieve our mission to end violence against women and girls.

AVA (Against Violence and Abuse) is a leading UK charity committed to ending gender based violence and abuse. We work with survivors to champion evidence based change. We have particular expertise around multiple disadvantage and children and young people. Our groundbreaking work includes “Complicated Matters”, the Commission report “Breaking Down the Barriers” and the online resources “Ask AVA” and “Breathing Space”.

Our work has a particular focus on developing trauma informed approaches to supporting survivors. This priority is informed by both academic research, and the lived experience of survivors, primarily through our peer research work.

AVA trains over 3,000 practitioners a year. We are accredited by the Open College Network London (OCN London) and CPD Standards Office. Our new reports and resources can be found here
<https://avaproject.org.uk/resources/>

Responsibilities of the post include

- Support staff across the AVA team in managing and analysing data, including developing news and resources to support this work. This is across all aspects of AVA work including projects, consultancy, training and internal governance
- To support in development how we use data (including feedback) to improve our impact measurements.

Requirements of the post include

- Proven excellent numeracy, especially around statistically and data analysis
- Excellent ability to work with spreadsheets (Excel/GSheet or alike), including using formulas to manage data and produce analytical reports
- Ability to research and interpret comparative data sets, such as police and government databases

The Foundry, 17 Oval Way, London SE11 5RR

T: 020 3752 5535 **E:** info@avaproject.org.uk **W:** www.avaproject.org.uk

Registered Charity No: 1134713 Company No: 7092449

- Proven ability in providing support to staff at all levels with data management and analysis.

Further information follows in this job application pack, including a job description, person specification, and an equal opportunities monitoring form.

Location and hours

At AVA we are committed to flexible working and offer all staff the chance to work in a hybrid fashion combining both office based and home based working. We close the office when appropriate from a public health perspective, and maintain a covid secure office. The successful candidate will be expected to attend the office regularly (up to twice a week) during periods when it is open.

Applications should consist of

- Your CV which must include details of your education, qualifications and any relevant training, your employment history and 2 referees.
- A covering letter, no more than 2 sides of A4 in total, which outlines your skills, experience and knowledge in relation to **each of the points** in the person specification.
- A completed [equal opportunity monitoring form](#).

Please send your application to maria.dardagan@avaproject.org.uk by 17th January at 10am.
Interview will be held via Zoom on 26th January 2022.

By making an application you are stating that you are legally entitled to work in the UK. The appointment will be subject to a satisfactory enhanced Disclosure and Barring Service (DBS) check and references.

AVA is an equal opportunities employer. We particularly welcome applications from Black and minoritised candidates who are currently underrepresented at managerial level in our staff team. Please contact us if you would like to see our Equal Opportunities and Anti-Harassment Policy or our Recruitment of Ex-Offenders Policy.

Job Description

Job Title: Data and Monitoring Officer

Location: AVA (Against Violence & Abuse)

The Foundry, 17 Oval Way, London, SE11 5RR/ Hybrid working arrangement

Salary: £29,032 pro rata (NJC scale 18 + London Weighting)

Probationary Period: Three months

Notice: Eight weeks (after completion of probation)

Leave: 26 days per annum pro rata plus public holidays

Reporting to: Resource Director

Hours of Work: 35 hours per week

Pension: 4% employer matched contribution

The Foundry, 17 Oval Way, London SE11 5RR

T: 020 3752 5535 **E:** info@avaproject.org.uk **W:** www.avaproject.org.uk

Registered Charity No: 1134713 Company No: 7092449

Appointment will be subject to satisfactory Disclosure and Barring Service (DBS) check and references.

Role overview

The post holder's main responsibility will be providing data management and analysis across AVA's work, to support projects, consultancy, training and internal governance. This role will also support in development how we use data (including feedback) to improve our impact measurements.

Key responsibilities

1. Supporting Project Manager's to manage various type of data sets, which included primary research from survey and focus groups, and support basic statically analysis
2. Support wider AVA team to develop and test data collection and analysis tools, including data from surveys, feedback and analytics
3. Contribute to our consultancy and project work especially on outcome monitoring, impact and evaluations
4. Provide reporting on data for project, programmes and consultancy work which use both internal and funding/commissioner monitoring
5. Support staff in data analysis, including for projects and funding bids
6. Support senior team in developing and implementing how feedback and monitoring data it can used to improve organisational work and AVA external offer
7. Monitor and create insights into AVA's digital resources, training and communications activity through looking at feedback and analytics data.
8. Support the Resources Director in maintaining and updating evaluation and monitoring tools including troubleshooting and liaising with digital developers when needed.
9. Support the Resource Directors in developing AVA's internal monitoring and evaluation to quantify the impact our our work
10. Provide ad-hoc administrative support across the charity as required.

General duties

- Be a member of AVA's team and take on additional ad hoc tasks from Senior Management Team inline with other duties of the role
- To contribute to the promotion of AVA and its work
- To participate and contribute to team meetings and organisational development
- To engage in learning and take responsibility for your own personal development
- Comply with AVA's policies and procedures and legal requirements, such as provisions set out in the GDPR, Health and Safety at Work Act 1974 and Equality Act 2010.

Person Specification

Essential skills/knowledge

The Foundry, 17 Oval Way, London SE11 5RR

T: 020 3752 5535 **E:** info@avaproject.org.uk **W:** www.avaproject.org.uk

Registered Charity No: 1134713 Company No: 7092449

1. Proven excellent numeracy, especially around statically and data analysis
2. Excellent ability to work with spreadsheets (Excel/GSheet or alike), including using formulas to manage data and produce analytical reports.
3. Attention to detail and ability to validate data (quantitative)
4. Ability to research and interpret comparative data sets, such as police and government databases
5. Proven record in providing support to staff at all levels with data management and analysis
6. Ability to work effectively within a team
7. Good communication skills and ability to liaise with people at all levels both internal and external
8. Able to take initiative and good problem solving skills
9. Excellent time management skills – ability to plan, multitask and prioritise work to ensure that all activities are completed within deadlines
10. Good IT skills, with the ability to quickly learn how to use new software packages, including database management
11. An interest in data evaluation and understanding of its importance in achieving AVA's mission
12. A feminist non-judgemental approach to survivors of violence and abuse and an ability to integrate equalities in all aspects of the work.

Desirable skills/knowledge

1. Experience of using all or some of the following platforms; SurveyMonkey, Google suite (including Google doc and sheets), Google analytics (or similar)
2. Experience of creating visual presentations of data for publications and reports
3. Experience of working in the voluntary or public sector
4. Knowledge of the Violence Against Women and Girls sector, and/or other key sectors like health, criminal justice or social services.