

**DATA AND IMPACT ANALYST
JOB DESCRIPTION**

EMPLOYING AGENCY:	Standing Together Against Domestic Violence
RESPONSIBLE TO:	MARAC Manager
SALARY:	£26,000 per annum (pro rata)
WORKING HOURS:	21 hours (3 days per week)
WORK LOCATION:	Initially home based due to the COVID19 pandemic but following this the post will be based in Standing Together offices in West London.
CONTRACT:	One-year Fixed Term (with the possibility of extension)
ANNUAL LEAVE:	25 days (pro rata)

JOB PURPOSE:

- To support data collection, organise, analyse, and disseminate significant amounts of information with attention to detail and accuracy.
- To aid the day to day practice of the MARACs, MARAC Steering Groups in reporting to SafeLives and to funders.
- To support data analysis of all operational teams at Standing Together and to help produce and promote dissemination of impact of the Coordinated Community Response (CCR) work related to Standing Together.
- To conduct all duties in line with an anti-discriminatory and equal opportunity practice.

KEY DUTIES AND RESPONSIBILITIES:

1. MARAC DATA ANALYSIS

- Use data from MARAC referrals and minutes to compile reports relating to MARAC monitoring and to extrapolate data (Quarterly Steering Group reports, Finance and Monitoring, Annual Report, funding bids and SafeLives data submission).
- Gather data, analyse and contribute to the development of data sets and processes, including the use of data processing systems to improve data collection efficiency and presentation.

- Support with management and development of the online case management system used within the MARAC team.
- Assist with the preparation and distribution of ad hoc reports relating to the MARAC.
- Occasionally attend meetings with partner agencies (within the 5 boroughs ST coordinate) on behalf of the MARAC Team.
- Assist the MARAC Team with other tasks as and when required.

2. **COORDINATED COMMUNITY RESPONSE IMPACT ANALYSIS AND DISSEMINATION**

- Improve data collection and analysis of ST operational groups and CCR efforts.
- Develop reports, briefing papers and materials to promote the activities and outcomes of the CCR and the work of Standing Together.

3. **GENERAL RESPONSIBILITIES:**

- To attend and participate in staff and housing team meetings. For housing team meetings, includes sharing in chairing and minute taking by rota
- Sharing information with colleagues (e.g. feedback from conferences and reports); keeping colleagues informed about issues arising from your work; consulting with colleagues.
- Active participation in the STADV team linking individual project learnings with the wider organisation and sharing in responsibilities such as training, attendance at external meetings, etc.
- To self-manage your workload administration e.g. typing, photocopying etc.

4. **ACCOUNTIBILITY TO LINE MANAGER**

- To keep line manager advised about progress.
- To keep line manager informed of any difficulties over any agency's compliance with agreed protocols.
- To work to the milestones and time scale agreed with the line managers on behalf of Standing Together.
- To undertake any other tasks as agreed by the line manager commensurate with the skills and experience of the post holder.

All the following duties to be carried out in line with:

- The Standing Together Equal Opportunities Policy
- The Standing Together Confidentiality Agreement
- The Standing Together Information Sharing Protocol

and in a way which respects at all times:

- The independence of each individual agency participating in the project, whether from the statutory or the voluntary sector, and their status as equal partners in the project.

- The key principles, which guide and inform the project (survivors' and children's safety; offender accountability; giving a clear message that domestic abuse is a crime which will not be tolerated in our community).
- The independence of each individual agency participating in the project, whether from the statutory or the voluntary sector, and their status as equal partners in the project
- The key principles, which guide and inform the Coordinated Community Response (CCR).