

Data and Impact Manager

upReach is an award-winning social mobility charity supporting students from less-advantaged backgrounds to secure graduate jobs in sectors including Banking & Finance, Investments, Law, Consulting, Government & Public Sector and Technology. We deliver a comprehensive programme of professional development to over 2,700 students, working in close partnership with leading employers such as Allen & Overy, Civil Service, Goldman Sachs, PwC, and Slaughter and May.

In October 2019, upReach won the Charity of the Year Award (income < £1m) in the prestigious Charity Times Awards, and the charity also won the “Embracing Digital” award in the 2020 Charity Governance Award. In 2021 upReach’s work on the Social Mobility Network was a finalist in the Third Sector Awards ‘Breakthrough of the Year’. The charity was also a finalist in three categories at the Charity Times 2021 Awards including ‘Best use of Technology’ and the ISE Awards 2021 for our partnership with the University of Exeter.

We are seeking to hire a **Data and Impact Manager** to deliver the reporting and impact measurement work across the charity. This individual will be responsible for measuring and demonstrating the charity’s impact to external audiences; authoring and providing the necessary data for annual publications such as the Trustees Annual Report and Impact Report. They will also collaborate closely with programme, partner and fundraising managers to provide impact measurement and reporting support where appropriate.

With reporting lines to both the Director of Programmes and Impact and the Chief of Staff, they will manage short, medium and long term impact projects across all areas of the charity’s operations. Finally, they will produce and present relevant data to the Senior Leadership and Trustees Board to help inform strategic decision making.

About upReach

Do you think that your socio-economic background should determine your career prospects? upReach’s vision is of a society in which everybody has an equal opportunity to realise their full career potential. We help young people from less-advantaged

backgrounds achieve their career potential by providing an intensive programme of support that addresses socio-economic barriers to graduate employment.

Our work is important because right now a student from a disadvantaged background who gains a first-class degree from a top university is less likely to secure an elite job than a more privileged student with a 2.2.

We are an award-winning charity employer working to address this issue in partnership with employers and universities. Building on the success of the past five years, upReach's current partners in the Banking, Finance and Investments industries include the **Civil Service, Accenture, Goldman Sachs, PwC and Slaughter and May**. We also partner with universities including Exeter, King's College London, Liverpool, Warwick and Manchester.

This academic year, over 2,700 undergraduates (we call them upReach Associates) will be supported through our unique programme of application support, Skills Workshops, Insight Days, mentoring and professional experience.

To find out more about upReach and how we support our students, visit our [website](#) and read our [Annual Report](#).

Key Information

Role:	Data and Impact Manager
Location:	Bristol, Manchester, Newcastle, Nottingham or London
Hours:	Full-time 40 hours per week, 9am - 6pm
Start date:	As soon as possible
Salary:	£27,000 to £36,000 pro rata per annum (including £2000 London weighting if based in London). In addition, all staff receive a £312 yearly tax-free WFH allowance.
Application deadline:	9am Friday 11th March Early applications are encouraged, and we may appoint before the deadline.

Core Responsibilities

- Work with the Director of Programmes and Impact to produce mid and end of year output and outcome reporting, presenting findings to the wider upReach team and

during bi-annual Impact Subcommittee meetings with members of the Trustee Board.

- Work with the Chief of Staff to produce cyclical output and outcome data for use in the Trustee's Annual Report.
- Conduct an annual analysis of HESA's Graduate Outcomes data in order to benchmark the outcomes of upReach Alumni against national averages, to be published in an annual Impact Report.
- Support Senior Leadership team in analysing the implementation of the 2025 Strategy in order to determine 'what works' and sustainability.
- Review the possibility and benefit of running a Randomised Controlled Trial to measure upReach's impact and make recommendations to the Trustees, including implementation of the project.
- Support the wider upReach team with programmatic reporting to partners, including keeping central templates and resources up to date, and producing data analysis tools.
- Contribute to upskilling of the wider upReach team by running periodic training and induction sessions focused on data management and analysis.
- Work with the Fundraising team to complete monitoring forms for trusts and foundations who have supported upReach during a given cycle.
- Work alongside the Tech and Data Manager to ensure upReach's technology platforms are optimised for impact reporting; troubleshooting any bugs, recommending changes and improvements, and user acceptance testing new features.
- Oversee the production, dissemination and analysis of the annual Associate Survey, communicating findings to the wider team and the Trustee Board.
- Oversee the collection of testimonials from Associates, volunteers and partners to use during impact reporting.
- Monitor and maintain the quality and accessibility of information and data across the organisation, as required.
- Conduct ad hoc impact analysis and other administrative tasks as required.
- Support graduates undertaking the Impact and Reporting rotation on the Future Charity Leaders Programme.

Person Specification

This position would be suited to individuals who are committed to upReach's mission and have an understanding of, and empathy with, the challenges facing those from lower socio-economic backgrounds.

To be successful you should have significant prior experience working in a data or impact management role. The ideal candidate will be proactive, resilient and used to managing competing priorities within a varied workload. They should be flexible and willing to perform varying duties depending on the shifting needs of the charity.

Essential Skills/Experience:

1. Experience working within a data or impact management role and a proven ability to collect, analyse and present data so as to highlight impact and facilitate management decisions.
2. Confident working with large data sets and a proficient user of Google Sheets and/or Excel.
3. Excellent communication skills, both written and oral, and understanding of how to use impact measurement to present a compelling narrative. Able to adapt communication to different stakeholders, such as Trustees, beneficiaries, and upReach partners.
4. Experience in producing high quality reports, proposals, presentations and other communications to a range of current and potential stakeholders.
5. Strong project management and problem solving skills, in addition to superb organisational skills to manage a varied workload.
6. Exceptional eye for detail and a proactive attitude.
7. Experience working in a fast-paced environment and working independently to find solutions to problems.
8. Self-motivation and an ability to work in a small team as well as independently.
9. At least a Grade 'B' in Maths and English GCSE (if you have extenuating circumstances, let us know).*
10. University degree (2:1 or higher)* in any discipline (although a focus on statistical analysis or a social research/impact measurement within your degree is preferred). Candidates with equivalent experience are also encouraged to apply, but please address your experience and explain its relevance in your cover letter.

* The nature of the role requires a high standard of Maths and English, and the ability to quickly review a large amount of information and identify and communicate key themes

clearly. Applicants may demonstrate this through the academic qualifications shown above and/or other relevant experience. As our beneficiaries are all undergraduates, a good understanding of the university experience is essential, although it is not necessary that this was acquired through personally gaining a degree.

Desirable Skills/Experience:

1. Knowledge of and experience in using different statistical analysis methods.
2. Knowledge of and experience producing a Theory of Change for an organisation.
3. Experience overseeing Randomised Control Trials to measure the impact of an intervention.
4. Sound knowledge of GDPR legislation and regulations.
5. Familiarity with G Suite and Zoom video conferencing software.

Values & Competencies

upReach upholds the following values:

- Perseverance
- Integrity
- Advocacy
- Aspiration
- Proactivity

We are looking for candidates to display the following competencies during the application stages:

- Problem solving and decision making
- Planning and organising
- Collaboration
- Passion and motivation
- Communication skills

Application Process

Please email your CV and a covering letter (in PDF format) to Rochelle Kenyon at HumanResources@upReach.org.uk by 9am on Friday 14th March. In your covering letter, please explain your motivation for applying to this role, and why you are interested in working at upReach, giving further details about your interest and ambitions.



Early applications are encouraged as we may interview and/or appoint before the closing date. If you have any questions about the role or application process, please reach out to Rochelle Kenyon at HumanResources@upReach.org.uk.

Please Note: upReach has a responsibility under the Immigration, Asylum and Nationality Act 2006 to ensure that, **at the time of starting their employment, successful candidates have permission to work in the UK**. Unfortunately, upReach is unable to financially sponsor Visas or work permits.

Equal Opportunities

upReach is an equal opportunities employer and does not discriminate in employment matters on the basis of race, ethnicity, religion, gender, age, disability, social background or any other protected class. We support workplace diversity and believe it creates dynamic and effective organisations. We are working hard to increase diversity in our team and would particularly welcome applications from BAME candidates.

We are committed to making our roles and culture inclusive. We can make reasonable adjustments throughout the application process and on the job. If you have particular needs or requirements, please get in touch using HumanResources@upReach.org.uk.