

JOB DESCRIPTION

Job Title: Data Manager



**Prince's Trust
International**

Introduction

Prince's Trust International has been created to address the demand for advice and expertise from governments and NGOs around the world seeking to tackle youth unemployment.

Our **Vision** is to help unemployed young people around the globe into education, training and work.

Our **Mission** is that by partnering with governments, NGOs and corporates around the world, together we can make a significant contribution to improving the lives of young people.

Our core **Values** which underpin everything we do are to be:

- | | |
|-------------------------|---|
| → Approachable | We are open minded and value cultural diversity |
| → Non-judgmental | We focus on the needs |
| → Inspiring | We lead by example |
| → Empowering | We enable positive change |
| → Passionate | We are committed to supporting young people |

About Prince's Trust International

Prince's Trust International believes every young person should have the chance to succeed.

Prince's Trust International works in partnership with organisations around the world to support young people aged 13-30 into work, education and training.

Founded by HRH, The Prince of Wales in November 2015, Prince's Trust International has been established to share the successful programmes and expertise of The Prince's Trust, which over the last 40 years has helped over 870,000 young people to transform their lives in the UK.

By working together with local partners we hope to support young people in communities around the world to realise their potential. This is achieved by posting expert staff to assist with the delivery of initial pilot programmes, tailoring to the local need, and providing ongoing support to enable sustainable future delivery.

Context of the Role

Globally, it is estimated that around 70 million young people – more than one in ten – are out of work. Having built effective programmes and strong partnerships to help empower young people and support them into jobs and self-employment in the United Kingdom; public and private organisations around the world have been turning to Prince's Trust International in their search for solutions to youth unemployment and to learn from the experience of The Prince's Trust in helping young people into work.

Making an impact in young people's lives is at the heart of everything we do. Being able to understand, evidence and measure that impact is vital. It enables us to learn and improve the support we offer young people. It is also important in maintaining the trust and confidence of our funders and supporters, and giving us the credibility to influence government, employers and other sectors of society to play their part in maximising opportunities for young people.

As we move into our exciting 5-year strategy we aim to significantly upscale our operations and to make a tangible and sustainable difference.

Educated to degree level you will have proven data analysis experience working at a high level across an organisation. You will have worked on data-oriented IT projects and have experience of data architecture in

the context of an integration project. Experience of modelling financial data, including management accounts, would be beneficial.

If you share our values and our ambition; if you have the energy and determination; then we will welcome your application for this post.

Responsible to: Senior Impact Manager

Key Relationships:

- Prince's Trust International Programmes Team
- Prince's Trust International Head of Policy, Advocacy, and Research
- Project Partners, in-country stakeholders, employers, and potential partners
- Other Prince's Trust International Head Office Functions and Departments as required

Budget:

Responsible for managing data system budgets within the financial management guidelines, and for supporting the Prince's Trust International team to maximise draw down on the relevant funding contract.

Detailed Responsibilities:

- Develop, own and maintain the conceptual and logical data models for all 'core data' required across our regions.
- Maintain the integrity of the data models as business needs change
- Act as the project manager on the implementation of a new data management system for PTI.
- Maintain documentation of data usage across PTI, effectively using Tableau to present and showcase data in a dynamic and fluid way.
- Support Programme leads to build quality standards and shape programme design and improvement; provide support to key staff in relation to all aspects of the data models.
- Informing the digital products team of data and data protection requirements, to ensure new products fully utilise data modelling requirements.
- Develop principles and best practice guidelines for core and non-core data; including adherence to GDPR, Data Protection Act 2018 and additional data management laws in countries where PTI operates.
- Sustain and build links in the wider evaluation sector to maintain PTI's position through awareness of best practice, trends in charity sector evaluation, emerging standards and requirements.
- Proactively participate in PTI's wider knowledge functions such as thematic leads and Working Groups as required.
- Monitor and champion data security and GDPR; supporting Programmes Teams and delivery partners to ensure this is maintained.

PERSON SPECIFICATION

Key:

S = criteria at shortlisting stage

I = criteria at interview stage

Please focus primarily on addressing the criteria marked 'S' in your application form

Criteria	Essential	Desirable
Skills and Knowledge:	<ul style="list-style-type: none"> • Educated to degree level or equivalent (S) • Understanding of data management principles.(I) • Ability to explain complex and detailed qualitative and quantitative information in a simple and understandable format for non-technical audiences (S&I) • Understanding of GDPR and global data protection. (S&I) • Advanced skills in using databases for reporting and analysis (I) • Both highly numerate and literate - strong qualitative and quantitative analysis skills (S) • Advanced Excel skills (I) • Strong thinking skills (I) • Project management skills - experience of delivering large, complex projects to tight timeframes (S&I) • Understanding of working with cultural differences (I) 	<ul style="list-style-type: none"> • Knowledge and understanding of the factors affecting disadvantaged young people and their personal development. • Knowledge and understanding of Prince's Trust International's approach to Monitoring and Evaluation
Experience:	<ul style="list-style-type: none"> • Experience of data architecture and using integration-based systems. (S&I) • Experience with data presentation and visualisation through Business Intelligence (BI) technology, particularly Tableau (S&I) • Experience of designing changes to processes and systems (S) • Experience of working with and managing multiple stakeholders including those in senior roles ((S&I) • Managing and developing databases for service users (S&I) 	<ul style="list-style-type: none"> • A detailed understanding of the latest developments in monitoring and evaluation, including theories around logic modelling, distance travelled measurement, impact and outcomes measurement • Working in non-profit sector, and preferably in the youth sector • Working with IT/ technical roles to specify changes to a database or direct experience of making changes to a database
Competencies and Behaviours:	<ul style="list-style-type: none"> • Approachable – will be open minded and value diversity • Non-judgmental – will focus on the potential not the past • Inspiring – will lead by example 	

Criteria	Essential	Desirable
	<ul style="list-style-type: none"> • Empowering – will enable positive change • Passionate about Prince's Trust International's goals and delivering excellence • Calm under pressure and effective at working within tight timescales • Significant degree of initiative and ability to proactively drive forward the agenda for own and work 	

Employment Details

Pay Band:

Band 4 (recruitment band, £29,500 - £31,140)

Contract:

Permanent

Working hours:

Full time, 35 hours per week