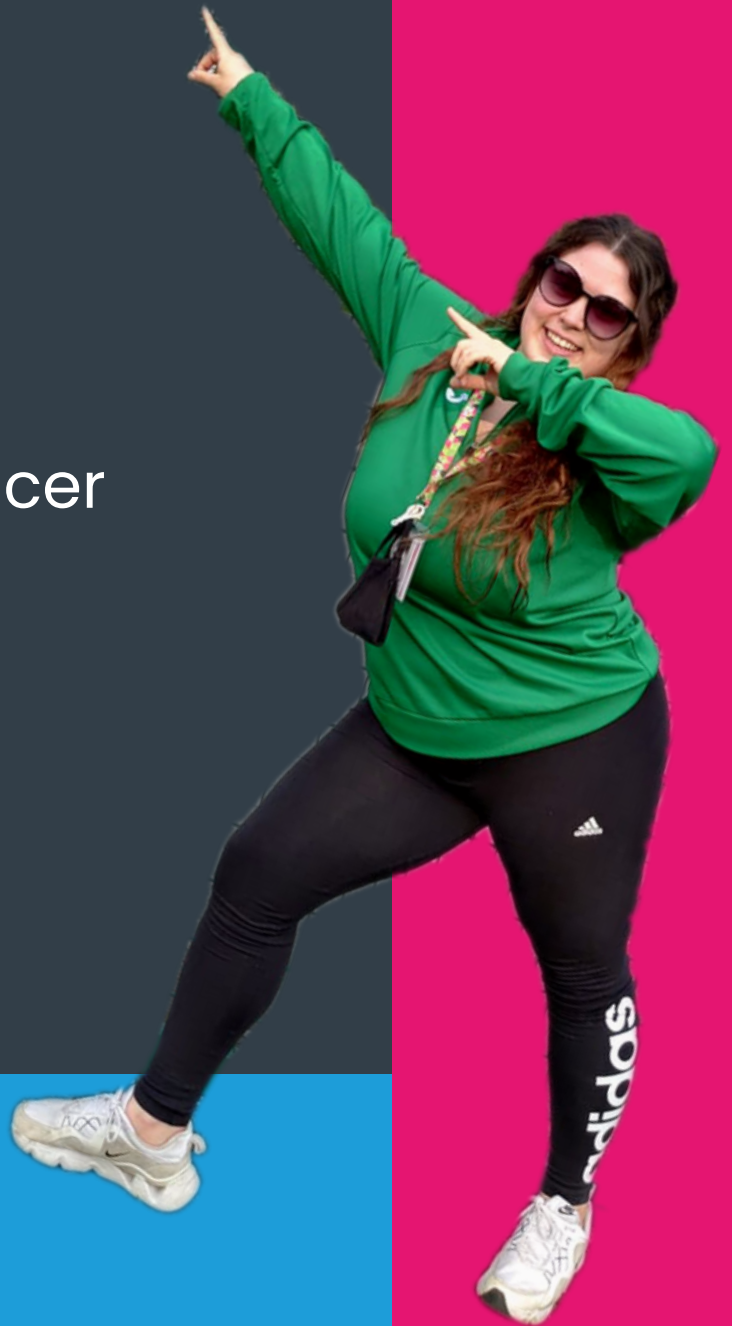


# TRANSFORM YOUNG LIVES

- ♥ Job Role:  
Impact and Data  
Management Officer
- ♥ Salary:  
£18,525 – £24,375  
pro rata
- ♥ Hours:  
15 per week





FREE GYM ACCESS



FREE FRUIT & TOAST



33 DAYS LEAVE PRO RATA  
(INCLUSIVE OF BANK HOLS)



FLEXIBLE WORKING



BIRTHDAY LEAVE



FREE MEMBERSHIP & HOLIDAY  
CLUB FOR YOUR CHILDREN\*

## Lively, fun, 'sick'... these are some of the words our members use to describe Inspire.

Working with young people age 8-19 (25 with additional needs), we transform lives, helping them be the best they can be.

Opening in 2018, we're nearly 5 years old, and in those 5 years, we haven't stopped learning, and we haven't stopped developing. From a global pandemic to the cost of living crisis, we are there for young people when they need us and adapt to their ever-changing needs.

Open 7 days a week when schools are shut, at our most basic, we provide **somewhere to go, something to do, and someone to talk to.** Our 'see it to believe it' facilities give young people access to a range of activities, opens doors to a world of opportunities, and provides the perfect space to develop new relationships with both peers and positive role models.

Through our doors you'll find; a 3G pitch, gym, sports hall, climbing wall, dance studio, music room and much more.

Inspire isn't just be a place to go, it's a place to grow. And that's as much about our staff as it is young people.

There's so many perks to joining our staff team!

Our Culture



Committed



Supported



Ambitious



Present



Inspirational

# THE ROLE



Whilst sitting within the Communications Team, you will be a vital asset across the board, from comms to fundraising to delivery.

It will be your responsibility to use our CRM system to gather the relevant data required to report on KPI's of funded projects and programmes, along with the overall impact of the Youth Zone. You will monitor progress and ensure the delivery team is regularly updated to be on track, or exceeding, agreed deliverables.

You'll also aid the continuous improvement of Inspire's offer by analysing data to see where the Youth Zone could adapt to further meet the needs of young people.

## KEY RESPONSIBILITIES



- Use Salesforce to **input and export data** for reporting on projects and programmes and the overall impact of the Youth Zone
- Work closely with the Head of Marketing and Communications, Head of Operations and our Grants & Trusts Coordinator, to **ensure up to date, relevant and correct statistics and figures**
- Keep the delivery team **updated on measurables of all projects**, ensuring they are achieving and exceeding KPI's
- Ensure regular reviews and evaluation of projects, capturing outcomes and impact
- Be embedded in our values and gain an understanding of our full offer. Use this knowledge and data gathered to **inform on gaps** to young peoples needs and key trends
- Produce **monthly management reports**, on all projects and programmes
- Comply with all policies and procedures

# THE ESSENTIALS

- **Understanding CRM systems** with proven experience in using one
- You must be able to demonstrate that you have **experience in applying data** for reporting and recording
- You will be monitoring multiple projects run by multiple people at any one time so you must be **organised, able to prioritise your workload**, and ideally, already have **experience in monitoring deliverables**
- You must be able to **work toward short and long-term goals**. The team will require regular updates as to whether they are on target for hitting KPIs
- You must be a **strategic thinker** able to look outside the box. Whilst you will be reporting on our current impact, you will have access to the data that will be able to inform us on how we can better meet the needs of young people



POSITIVE AND  
ENTHUSIASTIC



PUNCTUAL AND  
RELIABLE



BELIEF IN YOUNG  
PEOPLE



ENHANCED DBS  
CLEARANCE



BE A POSITIVE ROLE MODEL  
TO YOUNG PEOPLE



## 2022 IN NUMBERS



DEALT WITH 384  
CAUSE FOR  
CONCERNS



OVER 45,000  
VISITS FROM  
YOUNG PEOPLE



DELIVERED  
1,911  
SESSIONS



PROVIDED 4278  
FREE MEALS

## THE DESIRABLES

- Better than having used just any CRM system before, we operate on **Salesforce** so knowledge around this platform is certainly desired
- Whilst we take our work seriously, we can't necessarily say the same about ourselves. Working with young people means no day is ever the same and being **able to let lose and get stuck in** with whatever is thrown at you is a regular requirement at a Youth Zone
- Having an **understanding of local young people and the issues they face** will of course be a desired benefit. A part of the role will be reading data to see how we can further meet their needs so any background knowledge in this area will be of great use

## THE OTHER STUFF

- The **normal hours of work are 15 hours pw.** Whilst predominantly fitting into the normal 9-5, there may also be the requirement to work flexibly across the week including evenings and weekends. This works both ways and we can be flexible to your needs too
- To apply, send your **CV and cover letter** to [melanie.rothwell@inspireyouthzone.org](mailto:melanie.rothwell@inspireyouthzone.org)
- Interviews will be ongoing and applications will close once an offer of employment is made