

TRANSFORM YOUNG LIVES

♥ **Job Role:** Data, Analysis and Project Officer

♥ **Salary:** £26,500

♥ **Reports to:** Grants & Contracts Manager





FREE GYM ACCESS



FREE MEAL ON SESSION



33 DAYS LEAVE PRO RATA
(INCLUSIVE OF BANK HOLS)



TRAINING AND
DEVELOPMENT
OPPORTUNITIES



BIRTHDAY LEAVE



FREE CHILD ACCESS TO
SESSIONS AND HOLIDAY
CLUBS

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 7 years old this year, and in those 7 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 young people as it our staff team.

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

Our Culture



Committed



Supported



Ambitious



Present



Inspirational

THE ROLE

Love data and making a difference? We're looking for a data-savvy human to help us tell powerful stories about the impact we're having on young people's lives. You'll lead the way in managing our CRM, pulling out insights, and turning numbers into narratives that secure funding and shape our future. If you're organised, analytical, and passionate about making a difference – this is your moment to shine.

KEY RESPONSIBILITIES

Support operational staff to own data & Keep the CRM Running Smoothly

Be our go-to for all things data. From creating sessions on the system to keeping our CRM system (Salesforce) in great shape, you'll make sure everything's accurate, secure, and working like a dream.

Turn Numbers into stories

Dig into data and pull out what really matters. You'll create reports, dashboards and visuals that show the real impact we're having, helping us shout about our success and grow our support.

Back Up the Big Wins

Support funding bids and make sure reporting stays on track. You'll use data to evidence our impact and keep funders in the loop with insights they care about.

Figure Out What's Working

Support evaluations that help us improve by analysing data and trends, to help us learn, adapt, and do better every time.

Help the Team Feel Confident with Data

You don't need to be a tech wizard – just someone who loves making things simple. You'll train and support staff so everyone can use the CRM with confidence and ease.

QUALIFICATIONS & SKILLS

- You know your way around data – extracting data, analysing and writing up reports that actually mean something. Bonus points if you've done it in a youth or non-profit setting.
- You've got a curious mind and love digging into the detail to find trends, patterns, and stories that help drive real decisions.
- Tech-savvy and confident with tools like Excel, CRM systems and anything else that helps make sense of the numbers.
- You're a natural communicator – whether it's writing clear, impactful reports or breaking down insights for different audiences, you know how to make data readable!
- You've helped others get to grips with systems – from quick tips to full-on training, you're happy to support teammates.
- You care about young people and helping build a brighter future.



POSITIVE AND
ENTHUSIASTIC



PUNCTUAL AND
RELIABLE



BELIEF IN YOUNG
PEOPLE



ENHANCED DBS
CLEARANCE



BE A POSITIVE ROLE MODEL
TO YOUNG PEOPLE



2024 IN NUMBERS



DEALT WITH 433
CAUSE FOR
CONCERNS



OVER 54,000
VISITS FROM
YOUNG PEOPLE



DELIVERED
12,534
ACTIVITIES



PROVIDED
9,522
FREE MEALS

WHY THIS ROLE MATTERS

You'll be the person who helps us prove just how powerful our work really is with cold hard facts. By turning data into impact, keeping our CRM running smoothly, and creating reports that actually mean something, you'll help us show the difference Inspire Youth Zone makes every single day. Your work will help us grow support, improve programmes, and most importantly keep making a positive impact in young people's lives.

HOW TO APPLY

- To apply, send your **CV and cover letter** to Gemma.Bathurst-Whittle@inspireyouthzone.org
- Interviews will be ongoing and applications will close once an offer of employment is made

