



The Role

HEY Smile Foundation works in partnership with a range of stakeholders to create a positive and sustainable change within communities. This new role will enhance the voice of voluntary sector by brokering and translating the data they hold. Collating verified information from various sources and analysing the results, you will create links into the data and insight held by East Riding of Yorkshire Council Public Health Intelligence Team.

As the Data Analyst for the East Riding VCSE, you will be working alongside Statutory bodies to enable shared insight that informs and connects strategy to community-led action. Additionally, understanding data sets showing the links between housing and health and inequalities at the local level.

Duties will include:

- Regular close working/secondments to the ERYC Public Health Intelligence Team to enable a cross fertilisation of ideas/approaches and tools;
- Support to the VCSE Network and Collaborative and general support VCSE groups to enable the regular use of trusted data sources to evidence proposals, advice and to develop further data sources where these do not currently exist;
- Collect data on housing and housing policies that could be used to influence and support decisions around the planning of the living environments and the impacts of housing on the wider health wellbeing and inequalities within the East Riding.

Our Values and Behaviours:

<i>Impact-driven</i>	We focus on achieving meaningful and sustainable outcomes, prioritising our work to ensure tangible and positive impact on the communities we support.
<i>Collaborative</i>	We promote diverse partnerships with organisations, stakeholders, and community groups, using innovative and generous means to share and maximise resources, knowledge, and expertise for a wide-reaching impact.
<i>Generous</i>	We support colleagues, partners, and communities to become confident, professional, and self-sufficient. Providing them with the time, care, education, and opportunities they need to thrive.
<i>Integrity</i>	Honesty, transparency, accountability, and kindness. Integrity is the golden thread that runs through everything Smile does every day.

Our values are particularly important to us. They form a fundamental part of monitoring, assessing, and appraising what we do as staff individuals and as a charity.

Role Profile

- 1. Job title:** East Riding VCSE Data Analyst
- Location:** HEY Smile Foundation, Dock Street, Queens Gardens, Hull HU1 3AE.
(home and mobile working will be expected)
- Reports to (Job Title):** Programme Manager:
- Salary:** £27,000
- Working Hours:** 37.5 hours per week
- Annual Leave:** 25 days. Annual leave year starts on 1st January.
- Contract Duration:** Project end date 31st March 2026; extension subject to programme learning and funding.
- Closing date:** Midnight of 8th November 2024
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2. Purpose:

Trusted data sources are often a key component of evidence to support decision making that implements change across different operations and multiple cross-sector organisations. Statutory bodies have developed many elaborate systems for collecting data, however, these data sets could be used and built upon to support non-statutory agencies such as the Voluntary Community and Social Enterprise sector, to obtain funding, and support statutory agencies as well as place-based boards. Subsequently, this will enable shared action that utilises existing or develops new VCSE groups.

The role will have three key aims:

- 1) To support the local VCSE groups to better utilise and embed existing trusted data sources in their proposals to improve chances of obtaining resources locally;
- 2) To support the VCSE non-executive board to utilise trusted data sources in evidencing advice, decisions, and opportunities arising from the place-based systems;
- 3) To develop data sets and links to existing data to support and influence decisions on the living environments and policies that may have unintentional effects on inequalities, prevention and improving the health and wellbeing of East Riding residents.

3. Joint responsibilities:

- Uphold and invest in the HEY Smile Foundation's vision and strategy.
- Promote equal opportunities (in terms of race, gender, religion, sexual orientation, and other forms of discrimination).
- Listen to community needs, and work within a team to create co-developed solutions, ensuring education, development and investment is not done to, but done with communities.
- Be agile in your working, continually developing your skills to meet the needs of our evolving communities.
- Support the continued development of online resources, training and awareness platforms.
- Ensure all policies and procedures are understood and adhered to.
- Support a positive working environment, be visible, energetic and participative, encouraging cross team working and initiatives.
- Maintain an up-to-date knowledge of national best practice, policy and guidance for the VCSE sector.
- Represent Smile and partners at strategic meetings across the region, and at times nationally.
- Undertake all other reasonable requests to support the operations of Smile.

4. Key role responsibilities:

- Use information technology and digital transformation to deliver an effective, efficient data capturing and analytical service that informs the VCSE and ERYC Public Health.
- Ensure accurate standard operating procedures are kept for processes allocated to them, and that appropriate reporting systems are in place.
- Develop tools and guidance notes that can enable internal and external stakeholders to widen their knowledge of data capture and analysis practices.
- Proactively identify, prepare and share insight to inform the East Riding VCSE sector and connect funding and commissioning opportunities
- Organise and monitor VCSE shared data, brokering trusted information to inform the East Riding Joint Strategic Needs Assessment and related workstreams.
- Prepare and share data sets to inform the East Riding VCSE sector and connect funding and commissioning opportunities.
- Apply change, risk and resource management.
- Produce detailed and accessible reports and case studies suited for target audience.
- Support project stakeholders and funding plans as directed for programme legacy.
- Be able to communicate insight and intelligence to a range of audiences.
- To undertake such additional duties as necessary in relation to the work of the programme.
- Work with appropriate VCSE, Public Health and Housing partners to develop cross cutting data tools.

5. Decisions that the job holder typically makes may cover the following areas:

- (Resource management) How to maximise digital resources efficiently.
- (Development of skills) Training requirements for communities to which you are engaged.
- (Presentation) Development of insight and data sets, presented to support shared ownership of outcomes and inform change.
- (Time management) Prioritisation of your own and teams work.
- (Escalation of work) To Head of Department and Steering Group.

6. Outcomes based

HEY Smile Foundation operate with a focus on outcomes. With this in mind your contracted hours are 37.5 per week. You will be asked to attend on and offline meetings weekly with your line manager and colleagues setting agreed outcomes for the period. However, the way in which you distribute these hours across your working week is flexible, and strong communication with your Head of Department is key.

7. Knowledge, skills and experience required by the job holder:

At Smile you will be seen as a leader in the VCSE sector, delivering capacity and capability support. You will form part of a team of experts who share their skills and expertise, alongside our partners across the private, public and voluntary sector, maximising resources for our inspiring communities.

Essential	Assessment
Highly numerate with highly developed analytical skills to present complex and/or sensitive information clearly	Cover letter/CV and interview
Knowledge concerning statistical techniques and procedures relevant to the analysis and interpretation of health data sets, such as standardisation, confidence intervals, statistical process control	Cover letter/CV and interview
A strong communicator with ability to present information in person and online to a variety of stakeholders	Cover letter/CV and interview
Ability to write concise reports, case studies and blogs that can be shared across social media channels and news platforms	Cover letter/CV and interview
A good understanding of the VCSE sector	Cover letter/CV and interview
An understanding of health inequalities and the social determinants of health	Cover letter/CV and interview
A good understanding of data security and confidentiality issues	Cover letter/CV and interview
Able to prioritise work, schedule and organise own time	Cover letter/CV and interview
Proficient in the use of Microsoft Office products including Excel and PowerPoint. Experience of working with large complex datasets	Cover letter/CV and interview
Hold a valid and clean UK driving licence and have access to a vehicle	Pre employment check

Desirable	Assessment
Experience of supporting research, literature searching and critical appraisal	Cover letter/CV and interview
Experience in the use of Microsoft Office products such as Power BI	Cover letter/CV and interview
Knowledge of the VCSE/ public health/housing sectors including data sources	Cover letter/CV and interview