

Job Description

Job Title:	Data Analyst
Location:	London or remote
Pay Band:	Specialist/ Manager level – £28,900 - £30,000
Responsible to:	Impact Data and Reporting Lead
Responsible for:	No direct reports

About King's Trust International

Founded by HM The King, our Royal Founding President, to tackle the global crisis of youth unemployment, King's Trust International (formerly King's Trust International) has been supporting young people worldwide since 2015.

Our **vision** is that every young person should have the chance to succeed.

Our **mission** is to empower young people to learn, work and thrive.

Our programmes and interventions are now present in 20 countries within the Commonwealth and beyond, across Asia, Africa, the Caribbean and the Americas, the Middle East and Europe.

We are committed to amplifying the voices of young people on the global stage and putting their needs at the very heart of the design and delivery of our work. This complements global efforts to deliver the Sustainable Development Goals, particularly those relating to quality education and decent work.

King's Trust International is committed to representing, at all levels, the global communities and young people that we serve. We seek to work to the highest quality standards and to ensure the health and safety of all the young people we work with, as well as the well-being of our colleagues and partners.

Ways of working

King's Trust International works with local partners around the world to deliver education, employment and enterprise programmes that empower young people to learn, work, and thrive. We provide opportunities to develop the skills and confidence to succeed and deliver tangible employment outcomes, supporting young people to build their own futures.

We work with a mixture of governments, NGOs, and corporate partners and employers on our programmes and are increasingly thinking about how we can support the creation of green jobs to help deliver the low-carbon transition.

See our website for details of our programmes and case studies celebrating some of the amazing achievements of a selection of young people: [Home | The King's Trust International \(kingstrustinternational.org\)](https://www.kingstrustinternational.org)

Purpose of the role

This is a key role within King's Trust International, ensuring the effective use of data and business intelligence to drive impact measurement and decision-making. Sitting within the Impact team, this role is instrumental in developing and maintaining Power BI dashboards, integrating diverse data sources, and streamlining reporting processes to enhance organisational efficiency.

The Data Analyst/Business Intelligence Analyst will play a pivotal role in implementing and managing Power BI, ensuring staff and delivery partners are equipped with the necessary training and tools to utilise data effectively. They will lead on dashboard design and data integration, working closely with colleagues to meet reporting needs and develop KTI's first multi-methodology data dashboard. Additionally, the role will act as the primary liaison with business intelligence partners, supporting internal teams in data analysis requests and ensuring data quality.

A key aspect of this role is enhancing operational efficiency, particularly through the design and execution of the Monthly Data Run, a process essential for generating KTI reports. The role also contributes to impact measurement by supporting the analysis of impact reports and datasets using Power BI.

This position is ideal for someone with strong analytical skills and a keen interest in data management, dashboard development, and business intelligence. It offers opportunities to gain hands-on experience in data integration, reporting, and system optimisation within a growing organisation committed to leveraging insights for meaningful impact.

Budget:

No budget responsibilities

Detailed Responsibilities:

1. Oversee the validation, cleansing, transformation, and dissemination of KTI's monthly data for reporting purposes, ensuring accuracy and consistency. Perform frequent ad hoc data analysis and update organisational data trackers on a monthly basis.
2. Develop, maintain, and optimise Power BI dashboards to ensure accurate, real-time visualisation of KTI's impact data. Provide ongoing support and training for staff and partners on using Power BI effectively for reporting and decision-making.
3. Lead the tracking, transformation, and analysis of KTI's Social and Emotional Learning (SEL) data, ensuring high-quality insights for internal and external reporting.
4. Apply quality checks to maintain data accuracy and quality, ensuring all data used for reporting and analysis meets required standards.
5. Manage and maintain KTI's data infrastructure, overseeing the data load process and the administration of platforms such as SharePoint, GitHub, and Power BI.
6. Ensure data security and compliance with General Data Protection Regulations (GDPR), including the anonymisation of appropriate datasets.
7. Conduct regular data analysis to enhance reporting processes, producing monthly, quarterly, and annual reports on KTI's delivery and reach.
8. Interpret and evaluate data findings and communicate results effectively to both technical and non-technical audiences through written reports and presentations.
9. Consult with delivery partners across Europe, MENA, Asia, Africa, and the Caribbean to support data collection, ensuring alignment with KTI's reporting requirements. Onboard partners and programme managers in using KTI's data management systems, which includes live training and creating video tutorials to provide troubleshooting support and guidance.

10. Onboard programme managers and delivery partners onto KTI's data management systems, providing live training and developing video tutorials for troubleshooting and guidance.
11. Provide day-to-day support and verification of data queries, generating meaningful insights to support a range of stakeholder needs across KTI and its partners.

PERSON SPECIFICATION

The successful candidate will be a resilient, enthusiastic, self-starter with a strong understanding of the challenges facing programming for young people to Learn, Work and Thrive, and the ability to deliver results under challenging and varied circumstances. They will have strong planning and organisational skills and the ability to collaborate effectively with people at different levels of seniority and from different countries in the public, private and voluntary sectors, with evidence of their ability to influence and secure sustainable results. They will have enthusiasm and passion for the vision of King's Trust International, and a conviction to deliver positive outcomes for young people worldwide.

Requirements	Why is this needed?
Ability to process, analyse and report data in a methodical and consistent way whilst maintaining a high level of accuracy and attention to detail	This will allow you to manage our reporting processes effectively and provide monthly, quarterly, and yearly reports on our delivery and reach
Knowledge of statistical analysis and data principles	This will allow you to interpret the data we receive into useful information that tells a compelling story and influences decision-making whilst ensuring the data is of quality.
Basic knowledge of Python, specifically: <ul style="list-style-type: none"> • Script reading and editing • Ability to identify and correct basic/simple errors in script and escalate appropriately • Ability to access, start code space and run scripts in GitHub 	Our data comes to us in multiple spreadsheets, which we aggregate using Python. As the data changes, we also need to edit the script accordingly.
Ability to explain complex and detailed qualitative and quantitative information in a simple and understandable format for non-technical audiences in writing and verbally.	This will allow you to communicate effectively with a wide range of audiences, key results, and findings from our work. Being able to use different styles is crucial to ensure collaboration, buy-in and action learning.
Structured approach and advanced ability to use Microsoft tools such as Excel and SharePoint (Essential)	This will enable you to collate and analyse the reporting data received by KTI's partners on a regular basis and identify errors to ensure accurate reporting.
Knowledge of visualisation tools such as Power BI (Essential)	This will ensure understanding of data visualisation best practices with evidence of the ability to create engaging visuals.
Experience in using remote and digital work tools (e.g. spreadsheets, project planning tools) accurately and with good attention to detail	This role will naturally involve a lot of remote working over digital channels, due to the international nature of the projects and stakeholders.

Requirements	Why is this needed?
Excellent planning and organisational skills, and the ability to manage multiple priorities, both independently and within a team	This role will be responsible for all aspects of managing multiple projects and partnerships within your portfolio. There will inevitably be busy periods in the year, with projects pulling you in different directions. You will need to be very organised and be able to plan to meet all the deliveries of each project.
Excellent interpersonal, written, and verbal communication skills, including the ability to work with a wide range of external and internal customers and stakeholders from different countries and cultures.	You'll need to build strong and collaborative relationships with our partners, and you'll also be building networks of stakeholders, from across different sectors, in multiple countries.
Ability to work across teams	This role will require you to work collaboratively in a cross-functional environment.
Ability to work on own initiative to achieve agreed aims, targets and objectives and find creative solutions to problems	You will need to be able to take the lead on a variety of projects, ensuring we meet our goals despite challenges.
Ability to stay calm and work effectively under pressure, demonstrating resilience in challenging situations.	You will face challenges in your role, whether that is with partner relationships, local employer engagement, or a pandemic, and you need to be able to work effectively when issues arise and proactively manage your own well-being at the same time.
Commitment to our diversity, equality, and inclusion	You will be able to promote and embrace diversity, equality, and inclusion at different levels.
Passionate about our mission, values, and behaviours	You will be passionate about our core mission and live and work by King's Trust International values and behaviours

WHAT DO WE EXPECT FROM YOU?

OUR VALUES

Our values are at the heart of everything we do – they articulate who we are and how we work together to achieve our aims to help young people.

Here at King's Trust International, we are committed to equality, diversity, and inclusion. We want to be an organisation that is representative of the communities we serve, which is why we strive for diversity of age, gender identity, sexual orientation, physical or mental ability, ethnicity, gender, socio-economic background, and perspective. We want to ensure that everyone can be their authentic selves at work.

We are a Race at Work signatory, Stonewall Diversity Champion, and a Disability Confident employer. Our staff, volunteers and young people are supported by PT CAN (our Cultural Awareness Network), PT NOW (Network of Women), PT DAWN (Disability & Wellbeing Network) and Pulse (LGBT Network). Talk to us about flexible working hours.



OUR BEHAVIOURS

We expect certain behaviours from you about how you interact with colleagues, our partners, young people & the public. As someone who works at a specialist/managerial level, we would expect that you live these behaviours.

Leading by Example	Continuous Improvement	Effective Communication	One Team	Delivering Results
<p>You inspire others through passion for what we do.</p> <p>You keep young people and our end goal in mind.</p> <p>You build trust in others through reliability and holding yourself accountable for success.</p> <p>Resilient in the face of challenges, not taking constructive criticism personally.</p> <p>You are authentic and bring unique talents to work, encouraging others to do the same.</p> <p>You role model integrity and act according to our Values</p>	<p>You champion change initiatives and help others see the benefits and opportunities.</p> <p>You take an entrepreneurial approach to improving how we do things.</p> <p>You seek opportunities to enhance your own development and build expertise.</p> <p>Your role model has a positive and constructive approach to giving & receiving feedback.</p> <p>You support others in adapting to change.</p>	<p>You are approachable, clear, and assertive.</p> <p>You cascade important and relevant information to others clearly and swiftly.</p> <p>You treat people as individuals, tailoring communication and influencing style accordingly.</p> <p>You communicate difficult messages and challenge others' thinking effectively.</p> <p>You listen to and empathise with others to understand the root of situations before responding.</p>	<p>Your role model is effective and mutually supportive teamwork with colleagues</p> <p>You manage the expectations of others, gaining buy-in where required.</p> <p>You share knowledge and information.</p> <p>You build and invest in relationships across The Trust</p> <p>You use awareness of how your own team fits within the wider organisation to find solutions</p>	<p>You translate The Trust's long-term vision and strategy into actionable plans & targets.</p> <p>You take responsibility for making and implementing logical, data-based decisions.</p> <p>You are flexible and responsive as priorities and requirements change.</p> <p>You seek solutions and solve problems, empowering others to do the same.</p>

THE WELFARE OF OUR YOUNG PEOPLE

King's Trust International is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to a basic Disclosure. Having a criminal record will not automatically exclude applicants.

