

JOB TITLE: Data Analyst

LOCATION: The Diocesan Office, St Nicholas Church, Boley Hill, Rochester, ME1 1SL

GRADE: Grade 7

REPORTING TO: Head of Programmes

PURPOSE OF JOB

This role underpins the Diocese's Called Together strategy, providing evidence and insight to monitor impact and support growth across parishes, deaneries and the diocese as a whole.

PRINCIPAL ACCOUNTABILITIES

The post holder will:

- Develop a comprehensive understanding of diocesan and external datasets to generate insight and support strategic decision-making.
- Establish a measurement framework to monitor progress against funding milestones and strategic outcomes.
- Systematically collect, and manage relevant diocesan, national, and contextual datasets, sourcing information from varied internal and external systems where data is not yet centralised.
- Gather and integrate contextual knowledge from parishes, deaneries, and other local sources to complement quantitative data and ensure that insights reflect local realities.
- Analyse and generate insights from diocesan datasets, including demographic, attendance, financial and context data, to support evidence-based decision-making.
- Support Community Engagement and Social Action to provide insights on generic demographic and deprivation levels (based on indices of deprivation), social economic data, geographic and household data, health status, and other relevant indicators.
- Design, build, and maintain dashboards and visual tools (e.g. in Power BI or similar) and other reporting outputs to make data accessible, interactive, and meaningful for a wide range of different audiences.
- Develop and produce clear narrative and statistical reports, both for regular governance reporting (e.g. to Strategic Programme Boards and deaneries) and for ad hoc analytical requests from projects or leadership.

- Act as a point of contact between the project office and other stakeholders, providing coordination and support as needed to ensure smooth project implementation.
- Provide analytical support to the wider project team to support data-driven decisions and successful project execution.
- Ensure compliance with data protection (GDPR) and confidentiality standards in all aspects of data handling.
- Work collaboratively with national Church teams and external partners to align local analysis with wider church strategy.

Key Relationships

- Internal: Programmes Team, Bishops Court Staff, Project Board, Programme Board, Diocesan Office teams, Archdeacons.
- External: Clergy, parish leaders, lay officers, national church strategy staff, external Project Managers, Archdeaconry Mission and Pastoral Working Groups (AMPWGs) external funding bodies and partners.

SKILLS AND EXPERIENCE

Essential

- Demonstrate alignment with the mission and ethos of the Christian Church, the Church of England, the Diocese of Rochester, and the vision and values of our church.
- Educated to degree level in a related subject, or equivalent experience.
- Awareness of external, public data sources e.g. Census and public health, and the ability to integrate them with diocesan data.
- Strong skills in data analysis and interpretation, using statistical or analytical methods to identify patterns, trends, and insights. High degree of IT literacy including in Microsoft Excel (including advanced formulas, pivot tables, and data modelling).
- Experience of ensuring data integrity, quality assurance, and security in complex datasets.
- Proven ability to visualise data and design dashboards using Power BI (DAX / M code) or an equivalent tool to support and influence decision-making.
- Confidence in presenting findings at senior levels (e.g. Programme and Project Boards, Bishop's Council) and engaging with key stakeholders.
- An enquiring mind and a forensic approach to manipulating and mining data to create insights and information and to frame the questions that matter.
- Ability to interpret data through an understanding of the project's context
- Experience of developing measurement frameworks to enable progress to be monitored.
- Strong communication skills with a creative approach and the ability to deliver insights in clear and accessible written, verbal, and visual media.

- Able to build excellent working relationships with deaneries and members of our parishes.
- Able to travel across the diocese, including to rural or remote locations. Flexible/hybrid working may be agreed.
- Able to work flexibly including attending occasional evening or weekend meetings.

Desirable:

- Familiarity with database querying (e.g. SQL) is desirable but not essential - confidence working with or learning new systems is key. Familiarity with basic project management principles.
- An understanding of the structure, organisation, and culture of the Church of England, ideally including some knowledge of how a Diocese works, and how churches and parishes work.
- The church takes the safety of everyone within the church very seriously and expects that everyone will work within the church safeguarding policy and undertake all relevant training. In particular, the church expects anyone who becomes aware of a safeguarding risk or of actual abuse, to immediately raise this with their manager or safeguarding officer.

COMPETENCIES

Achievement Drive – A desire to meet or exceed standards, welcoming feedback, and continually seeking to improve. It includes staying focused on goals over an extended period of time.

Relationships – The ability to understand the perspectives, feelings and concerns of others and initiate, build and maintain relationships in a mutually beneficial way. Recognise one's own feelings and those of others and manage emotions effectively.

Persuasiveness – The ability to convince others of a view, conclusion, position etc. Communicating in an impactful way, tailored to one's audience.

Problem Solving – The ability to investigate and breakdown a problem or situation into its component parts, identifying implications and the key underlying issues and establish possible solutions.

Independence – A demonstrated belief in one's capability to select an appropriate approach to a situation. It includes confidence in one's judgement or opinion and showing resilience in adversity. Know when to seek the support and advice of others.



Adaptability – The ability to adapt one’s behavioural style or method of approach where necessary to achieve a goal. Responds to change with a positive attitude and demonstrates a willingness to learn new ways to accomplish objectives.

Teamworking – The willingness and ability to work co-operatively and collaboratively with others toward a shared goal, contributing actively to the team. Builds positive relationships and a sense of pride within the team.