

JOB TITLE: Data Insights & Evaluation Adviser

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 by ensuring that data, evidence, evaluation and learning are used effectively to support mission, decision-making and sustainable across parishes, deaneries and the wider diocese.

Lead the development of a coherent, organisation-wide approach to data, insights and evaluation, enabling meaningful Monitoring, Evaluation and Learning (MEL) in complex, mission-led contexts. The role is not only about data collection and analysis, or routine reporting and creating dashboards, but equally about sense-making, judgement and learning - helping the Diocese understand what is happening, what is making a difference, and how practice and strategy should adapt.

PRINCIPAL ACCOUNTABILITIES

1. Lead on data, insights and evaluation across the Called Together programme, shaping how evidence is gathered, interpreted and used at parish, deanery and diocesan levels.
2. Work confidently with a wide range of evidence, integrating quantitative and qualitative, numeric and narrative, formal and informal information from parishes, programmes, communities and external sources. They will interpret evidence in context, combining data with lived experience, local knowledge and professional judgement to generate insights that inform action.
3. Enable learning by working relationally across the Diocese, with Programme and project teams, and with parishes across the Diocese.
4. Develop a comprehensive understanding of diocesan and external datasets - translating complex and sometimes incomplete evidence into clear, accessible insights and narratives - to generate support strategic decision-making.

5. Lead the identification of what information matters most, working with colleagues to ensure that data collection is proportionate, relational and grounded in local context
6. Design, establish and embed an integrated Monitoring, Evaluation and Learning (MEL) approach - including appropriate indicators, feedback mechanisms and learning loops to monitor progress against funding milestones and strategic outcomes.
7. Systematically collect, and manage relevant diocesan, national, and contextual datasets, sourcing information from varied internal and external systems where data is not yet centralised.
8. Gather and integrate contextual knowledge from parishes, deaneries, and other local sources to complement quantitative data and ensure that insights reflect local realities.
9. Analyse and generate insights from diocesan datasets, including demographic, attendance, financial and context data, to support evidence-based decision-making.
10. 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.
11. 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.
12. 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.
13. Act as a point of contact between the project office and other stakeholders, providing coordination and support as needed to ensure smooth project implementation.
14. Provide analytical support to the wider project team to support data-driven decisions and successful project execution.
15. Ensure compliance with data protection (GDPR) and confidentiality standards in all aspects of data handling.
16. Work collaboratively with national Church teams and external partners, ensuring evaluation and learning activity aligns with external funding and reporting requirements while remaining faithful to diocesan priorities, values and ways of working.

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

- A minimum of five years' relevant professional experience in data, insights, evaluation, research, MEL, or learning-focused roles, with evidence of senior responsibility, autonomy, sound judgement, and practical organisational application.
- Educated to degree level in a related subject, or equivalent professional experience.
- Clear alignment with the mission and ethos of the Christian Church, the Church of England, the Diocese of Rochester, and the vision and values of the church.
- Demonstrable experience designing and establishing data, insights, or evaluation systems from the ground up, including defining data needs, collection methods, and practical use.
- Strong experience working with both qualitative and quantitative evidence, integrating multiple data sources to inform judgement and decision-making.
- Proven ability to lead evaluation and learning activity in complex, multi-stakeholder and mission-led environments.
- High level of IT literacy, including advanced use of Microsoft Excel (e.g. formulas, pivot tables, and data modelling).
- Proven ability to visualise data and design dashboards using Power BI (including DAX and M code) or equivalent tools to support and influence decision-making.
- Experience ensuring data integrity, quality assurance, and appropriate data security across complex datasets.
- Awareness of external public data sources (e.g. Census, public health data) and the ability to integrate them with diocesan data.

- Excellent communication and relationship building skills, including the ability to present findings clearly and confidently at senior levels while also working constructively alongside colleagues who may be unfamiliar with or cautious about data or evaluation.
- Willingness and ability to travel across the diocese, including rural or remote locations (flexible or some hybrid working may be agreed).
- Ability to work flexibly, including attendance at occasional evening or weekend meetings.

Desirable

- Experience working in charity, public sector, voluntary, or faith-based contexts where impact is complex and not easily captured by simple metrics.
- Understanding of the structure, organisation, and culture of the Church of England, ideally including how dioceses, churches, and parishes operate.

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.