

Job Description:	ICS Data Analyst	Responsible to:	ICS Monitoring and Reporting Advisor
Responsible for:	N/A	Location, Group & Function:	VSO UK, ICS Contract Management Unit
Job purpose:	Leading on project to collect and analyse data from the ICS Team Debrief tools, building understanding and evidence of the impact of ICS teams on placement.		

Responsibilities	Skills, Knowledge and Experience required
<p>Data entry and record keeping</p> <ul style="list-style-type: none"> Enter information from Team Debriefs into Excel template to be coded for analysis Record observations and trends on data being generated, evidencing the impact of ICS teams <p>Analysis</p> <ul style="list-style-type: none"> Use tools in Excel (such as pivot tables) to support analysis of information Produce initial written analysis of the information entered into the template which can be shared across the organisation for learning <p>Other duties</p> <ul style="list-style-type: none"> Any other reasonable duties commensurate with the post. 	<p>Administration</p> <ul style="list-style-type: none"> Sound organisational and administrative skills with the ability to prioritise a varied workload and meet tight deadlines. Experience of working proactively and flexibly without close supervision. Excellent attention to detail. Experience of data collection and analysis <p>IT</p> <ul style="list-style-type: none"> Ability to develop and maintain information systems. Strong information technology skills, particularly Microsoft Office Experience of CRM systems such as Salesforce would be an advantage <p>Communication</p> <ul style="list-style-type: none"> Experience of communicating effectively with a wide range of stakeholders, verbally and in writing Strong verbal and written English language skills. <p>Youth work</p> <ul style="list-style-type: none"> Understanding or experience of the ICS programme would be an advantage

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