Alzheimer's Society

Junior Impact Analyst

Job description

Together we are help and hope for everyone living with dementia



Who we are

Dementia is the UK's biggest killer. One in three people born in the UK today will develop dementia in their lifetime.

At Alzheimer's Society, we're the UK's leading dementia charity and the only one to tackle all aspects of dementia by giving help and hope to people living with dementia today and in the future. We give vital support to people facing the most frightening times of their lives, while also funding groundbreaking research and campaigning to make dementia the priority it should be.

Together with our supporters, we're working towards a world where dementia no longer devastates lives.

Our values

Our values tell everyone who we are as an organisation.

Our values make sure that our focus is clear for the challenges and opportunities ahead and remind us of what we all stand for.

Our values are evident in everything we do, how we do it and how we work together.

These are not just words on a wall, we live these every day in all our work. We are determined to make a difference when and where it matters most, by being passionate, focussed and making a lasting impact for people affected by dementia.



Determined to make a difference

We're passionate, we're focused and we make a lasting impact for everyone living with dementia.



Trusted expert

We're listening, we're learning and we use experience and evidence.



Better together

We're open, we combine our strengths and we achieve more together.



Compassionate

We're kind, we're honest and we don't shy away from challenges.

Through our values we will make the greatest difference for people affected by dementia. Whether you are someone living with dementia, a family member or carer, a supporter, a donor, a colleague from another organisation, an employee or a volunteer, these four values will shape your experience with Alzheimer's Society.

Junior Impact Analyst

Position in the organisation

Reports to the Senior Impact Operations Manager.
Member of our Impact & Evaluation team.
Part of our Research & Influencing directorate.

Purpose of this role

At Alzheimer's Society we are advisors, supporters, fundraisers, researchers, influencers, communicators, technical specialist and so much more. We are volunteers, we are employees, and together we are here to make a difference to the lives of people with dementia and their carers.

The Impact & Evaluation Team has been evolving and positioning itself more strategically in the organisation. The team is fundamental in ensuring that the Alzheimer's Society is seen as a trusted partner in delivering strategic & impactful activity for individuals & in systems locally & nationally. The team does this by undertaking activity that enables, evidences or informs impact, acting as a strategic partner to colleagues across the organisation.

Our Junior Impact Analyst reports to the Senior Impact Operations Manager, and will support the development, implementation and embedding of effective approaches to impact measurement across Alzheimer's Society. Working alongside Impact Analysts and other members of the Impact & Evaluation Team, the postholder will help translate our Theories of Change into practical measurement approaches, tools, analysis and insight.

The role will undertake analytical and impact measurement work, contributing to larger and more complex projects, and lead smaller-scale projects with the appropriate guidance and support. This will include supporting the design and testing of data collection tools; analysing internal and external data; producing accessible reports and visualisations; engaging colleagues and people affected by dementia; and helping teams to use impact evidence for learning and decision-making.

The postholder will be curious, organised, and solutions-focused, with a developing technical understanding of impact measurement and data analysis. They will be comfortable working collaboratively with colleagues across the organisation and communicating technical information clearly to non-technical audiences.

Projects are likely to include: supporting the development and implementation of impact measurement frameworks; developing and testing surveys, indicators, data collection tools and supporting guidance; analysing quantitative and qualitative data to understand outcomes and impact; exploring data held within internal systems, including our customer relationship management system, to identify useful insight; gathering and analysing external data relating to dementia prevalence, diagnosis, demographics, health inequalities and local systems; producing dashboards, reports, presentations and other accessible data visualisations; helping services, programmes, and projects to develop proportionate approaches to measuring their outcomes.

We are looking for someone who exemplifies our values, someone who is: Determined to make a difference when and where it matters most. A trusted expert who believes in working Better together and demonstrates true Compassion.

Key accountabilities and responsibilities

- Supporting the development, implementation, and embedding of impact measurement frameworks, tools, and approaches aligned to Alzheimer's Society's Theories of Change.
- Manage, or support the delivery of activities on the operational plan to enable, evidence or inform impact.
- Contribute to design of proportionate approaches, methodologies and data collection tools, working with colleagues and people affected by dementia.
- Apply Theories of Change and logic models to support effective measurement design.
- Gather, analyse and interpret quantitative and qualitative data from internal and external sources, ensuring that meaningful and actionable insight is generated.
- Explore data held within organisational systems to understand reach, experiences, outcomes, and impact, including differences between populations, communities and places.
- Produce clear, accurate and accessible reports, presentations, dashboards and data visualisations appropriate to different audiences.
- Support colleagues to implement impact measurement approaches by providing guidance, resources, training and practical assistance.
- Work collaboratively with colleagues and stakeholders across the organisation, ensuring that activity is done with, rather than done to, the people and teams involved.
- Plan and organise assigned work effectively, monitoring progress and escalating risks, issues or delays to managers in the Impact & Evaluation Team.
- Comply with data protection and data governance regulations as well as ethical practices.
- Contribute towards the sharing to the sharing of knowledge, learning and good practice within the Impact & Evaluation Team and across Alzheimer's Society.
- Ensure that projects are undertaken with a focus on inclusivity, anti-racism and intersectionality.
- Carry out any other reasonable duties as required to meet the needs of the directorate and society.

We are looking for someone who can...

- Adhere to all the Society's service standards, policies and procedures.
- Comply with the data protection regulations, ensuring that information on clients remains confidential.
- Be responsible for personal learning and development, to support the learning and development of others and the whole organisation.
- Work in a manner that facilitates inclusion, particularly of people with dementia.

- Implement the Society's health and safety policy and procedures, ensuring that all practices and procedures are undertaken in accordance with a healthy and safe working environment and that all staff and volunteers for whom you may be responsible are aware of their responsibilities in respect of their role, monitoring data and recommending action as required.

- Administrate and organise own work to ensure that it is accurate and meets quality targets, reasonable deadlines, and reporting requirements.

- Follow the Society's management information guidelines and requirements, including ensuring appropriate monthly measures on service usage levels are collected and submitted on the services database or other systems in accordance with deadlines.

Person specification and selection criteria

Skills & knowledge	Application (A) or Interview (I)
No formal qualifications required, but sufficient knowledge and experience to undertake analytical and impact measurement activity with appropriate support	A/I
Experience of monitoring, evaluation, impact measurement, or related analytical activity	A/I
Experience of analysing quantitative and/or qualitative data and communicating the findings clearly	A/I
Understanding of outcomes and impact measurement and how evidence can support learning and decision-making	A/I
Experience of contributing to the development or use of data collection tools, such surveys and questionnaires	A/I
Experience in health and social care, the voluntary or public sector, and/or knowledge of dementia and the wider health and social care system	A/I
Experience of producing reports, presentations or data visualisations for different audiences	A/I
Experience of managing defined pieces of work or small scale projects and delivering to agreed timescales	A/I
Ability to manage priorities and work effectively across multiple activities, demonstrating flexibility and adaptability in response to changing needs	A/I
Strong interpersonal, written and verbal communication skills with a range of technical and non-technical audiences	A/I
Ability to build positive and collaborative relationships with colleagues and stakeholders	A/I
Good analytical, organisational and problem-solving skills, with strong attention to detail	A/I

Foundational understanding & application of GDPR & ethical standards	A/I

Competencies & personal attributes	**Application (A) or interview (I)**
Be a team player, supporting colleagues when there are deadlines, and who knows when to ask for help themselves.	A/I
Be a self-starter and incredibly motivated.	A/I
Excellent organisational and timekeeping skills.	A/I
Excellent attention to detail.	A/I
Non-judgemental communication	A/I
Commitment to and understanding of equal opportunities	A/I
Understanding of the inclusion agenda and its relevance within a diverse society	A/I

Our benefits

Financial Security

- Group Personal Pension Plan with Scottish Widows – with up to 8% employer contribution rate
- Life Assurance Scheme – two times your annual salary
- Society Plus and Smart Spending App – giving you unbeatable savings at hundreds of retailers

Health & Wellbeing

- Health Cash Plan
- 24/7 Employee Assistance Programme including online and face to face counselling
- Discounted gym membership with Society Plus
- Lived Experience Networks
- Mental health app and unlimited therapy

Personal Development

- Apprenticeships
- Women in Leadership development programme
- Leadership development programme
- Financial support towards relevant professional qualifications

Family & Dependants

- Enhanced family leave – 16 weeks paid for all parents
- Paid time off work for fertility treatments for both partners
- Paid carers leave
- Paid dependants leave
- Paid compassionate and bereavement leave
- Paid time off work to support those transitioning

Recognition

- Annual people awards
- Long service awards
- Thank you eCards
- Values Hero and Society Legend Awards

Work Life Balance

- Annual leave of 27 days increasing to 30, plus bank holidays
- Career breaks of up to 3 months
- Flexible working
- Wellbeing leave