

Senior Analysis Officer

Term: Permanent

Salary: £30,000 - £33,000 depending on experience

Location: This role will be based at either our Birmingham or Leeds hub. You will be asked to choose which when you apply. We are currently piloting hybrid working, allowing you to work up to 3 days at home. You must also be prepared to travel to our other hub locations including London, requiring up to six overnight stays per year of 1-2 nights each.

Reporting to: Analysis Manager

Deadline: 30 January 2022

Apply on the Be Applied website: [Senior Analysis Officer - Youth Futures Foundation - Applied \(beapplied.com\)](#)

All recruitment to roles at the Youth Futures Foundation is done using a specialist system that conceals the applicant's identity and focuses on assessing candidates based on key competencies, anonymising applications and distributing the assessment of applications against multiple assessors.

Transforming youth employment

The Youth Futures Foundation is an independent, not for profit organisation set up to tackle youth unemployment with a £90million endowment from the Reclaim Fund. We are looking for bold and impactful ways to help young people find and keep good jobs.

There are nearly 1 million young people not in education or employment in the UK. Under-25s make up almost two thirds of the total fall in employment during the pandemic, with those from ethnic minority backgrounds disproportionately affected. Recent falls in employment have been four times higher for young Black people and nearly three times higher for young Asian people. Young people typically work in occupations that have been impacted most by the pandemic, such as hospitality and retail. Of people put on furlough, 47% were aged 16–24. There is a significant risk that a generation's future will be blighted by the scarring effects of long-term unemployment.

We are an ambitious organisation that wants to tackle the root causes of youth unemployment for young people from marginalised backgrounds. To do that, we are focused on three priorities:

1. **Changing the youth employment system** by working in partnership with organisations, policy makers and young people to address structural and systemic barriers
2. **Creating opportunities with employers** to recruit and retain more young people from marginalised backgrounds
3. **Building capacity with practitioners** to support and train more young people from marginalised backgrounds to be ready for work.



Job Description

- We are looking for a dynamic Senior Analysis Officer to support the creation and collation of analysis, research and evidence that has a transformative effect on the youth employment ecosystem.
- You will work with the Analysis Manager and other members of the Impact and Evidence team to support the design, delivery and management of commissioned and in-house analysis projects striving to understand the complex, systemic issues faced by marginalised young people in their employment journey, as well as potential solutions.
- This is an exciting opportunity to work directly with young people on analysis projects. A part of the role will also be working with other teams, such as policy and communications, to translate complex analysis and evaluation findings into accessible, user-centred outputs and briefings for internal and external use.

Key responsibilities:

Support the YFF approach to research, analysis, and impact, including:

- Conducting quantitative analysis on topics related to youth employment outcomes for marginalised groups for a variety of purposes, e.g., initial scoping for analysis tenders
- Support the work of the Impact and Evidence team in promoting an evidence-based approach.
- Provide ad-hoc analysis support to all teams.
- Provide support to the Analysis Manager on scoping of existing and future data needs for the organisation.
- Supporting the delivery of in-house projects related to improving the data infrastructure within the organisation.
- Supporting the delivery of commissioned analysis and research projects; including the organisation and facilitation of meetings and ad-hoc analysis.
- Translating analysis and data outputs into accessible, user-friendly content for internal and external use (such as research briefings, executive summaries, and cheat sheets), working with evaluation, policy, communications, and research team members.
- Co-ordinating, and managing communications with essential stake holders
- Supporting the Analysis Manager to track and monitor the status of analysis projects
- Creating and maintaining a database, collating, and cataloguing existing and future YFF quantitative research.
- Sharing updates and findings of analysis projects internally and externally, through internal communications channels and external events such as 'lunch and learns' and webinars.



Person specification

Part One - Knowledge and Experience (approx. 100 words)

• ESSENTIAL

- Experience in analysis, including data storage, cleaning/manipulation, and reporting.
- Ability to independently plan and carry out analysis and to write narrative products drawing policy conclusions.
- Experience using statistical software such as Stata
- Experience of desk-based research and scoping reviews.
- Ability to support a wide range of analysis projects from design to impact.
- Experience in quality assurance
- Experience in effectively communicating analysis findings and producing user-friendly content for different audiences.
- Experience in labour markets, education, and/or skills.
- Experience with different datasets in labour market, education and/or skills
- Relevant qualification in an economic, social science or related discipline, or relevant professional experience- with a strong quantitative focus.

DESIRABLE

- Data visualisation experience
- Experience in youth employment and the barriers faced by marginalised young people
- Understanding of mixed methods (qualitative and quantitative) and other research methodologies.

Part Two - Skills and Competencies (approx. 100 words)

- An analytical and critical thinker
- Excellent writing skills, and the proven ability to communicate statistical analysis to non-specialist audiences
- A collaborative and flexible team member
- Able to embrace change and new ways of working
- Ability to build effective working relationships across teams
- Good organisational and time management skills, ability to manage own workload, prioritise tasks and competing demands and deliver in a high-quality work in a fast-paced environment
- Strong IT skills, including use of MS Office applications (Word, Excel, PowerPoint etc), shared online folders, calendars and contacts



Things to know

- As part of Youth Futures Foundation's safeguarding policy, all employees are subject to a basic Disclosure and Barring Service (DBS) check.

The young people we aim to serve – and the challenges they face - are all unique. We are looking to build a team that reflects this diversity. Our commitment to inclusion across race, gender, age, class, religion, identity, and experience forms the cornerstone of our work. We are an equal opportunities employer, welcoming applications from all sections of the community.

We are keen to explore the widest possible pool of talent for all our roles. Internally, we encourage an open, collaborative and inclusive working environment. We have established an Equalities, Diversity and Inclusion steering committee with team members from across the organisation and headed by a member of the Senior Leadership Team.

