



**SENIOR DATA  
ANALYTICS OFFICER**  
Candidate Pack  
February 2023





# Welcome letter

**Too many of our young people are prevented from finding a job they love by a lack of access to appropriate information, advice and connections; inadequate support to overcome multiple layers of disadvantage; or as a result of discrimination. It is unacceptable that one in 10 young people in the UK are not in education, employment or training (NEET).**

Young people from marginalised backgrounds and particular ethnic minorities are disproportionately likely to be neither earning nor learning, or underemployed, and their outcomes vary significantly more by region. This has been compounded by the pandemic that caused significant economic and educational disruption. As the economy recovers, the benefits are not being felt equally as long-term youth unemployment remains higher than pre-pandemic. This is the core mission of Youth Futures – to support young people facing disadvantage into the record number of job opportunities that are now available.

Long-term youth unemployment causes long-term scarring effects on the individual and their ability to fulfil their potential in society. This is worsened by the current cost of living crisis that is hitting young people hard - they pay double on essentials like rent and bills, compared to the over-50s. Yet the personal and economic prize for addressing this issue is significant. Supporting young people to secure good quality jobs is a sustainable way to tackle the cost of living crisis. UK GDP could benefit by £38billion by lowering levels of young workers classed as NEETs to German levels, according to our recent research.

We have the opportunity to create a profound change in the way this country supports young people from marginalised backgrounds into employment. Improving employment prospects for all young people is a crucial factor in achieving national productivity gains, reducing the benefits bill, and enhancing health and wellbeing in society.

We are committed to removing the structural and systemic barriers to employment and progression young people from marginalised backgrounds face. We take an evidence-led, structural and systems-based approach that recognises the importance of national learnings and local context. In 2021 we launched our Youth Employment Evidence and Gap Map – the world's largest, quality-checked evidence base on youth employment – that shows the global evidence base on what works to improve youth skills, employment and job quality.

We promote strong coordination and partnership working across government, funders, delivery organisations and employers. Our flagship £6.1million Connected Futures Fund aims to address fragmentation at a local level to reduce the fragmentation of youth employment and skills delivery in the places that need it most, so that young people furthest from the job market receive consistent high-quality support to address complex needs.

# About us

Youth Futures Foundation is an independent not-for-profit organisation established in December 2019 to improve employment outcomes for young people from marginalised backgrounds. Youth Futures launched with an initial endowment of £90 million from the Dormant Assets Scheme and, in January 2022, the government announced that we had been allocated a further £20 million.



## Our vision

To create a society where all young people have equitable access to good quality jobs.

This includes:

- equal employment outcomes for young people who face discrimination or disadvantage
- a reduced number of young people outside the labour market or in insecure work
- improved progression pathways for young people

## Our mission

To narrow the employment gap by identifying what works and why, investing in evidence generation and innovation, and igniting new ideas that change behaviour and practice.

Our primary beneficiaries are young people aged 14-24 who face at least one personal or systemic barrier to progressing into meaningful work, including:

- ethnic minorities, particularly those most at risk of facing disparities in the labour market (e.g. Pakistani; Bangladeshi; Black; Mixed; Gypsy, Roma and Traveller) And/or: young people legally defined as children in need
- young parents, or those who have a caring responsibility
- economic disadvantage (e.g. eligible for free school meals or living in an area of high deprivation)
- special educational needs or disabilities
- experience of offending
- school exclusion or alternative provision
- experience of homelessness
- a mental health or long-term health condition
- experience of problem substance use



# Our values

## **We are bold**

We want to disrupt the status quo and transform the youth-employment system

## **We are always learning**

We are evidence-driven, we innovate and we aren't afraid to fail

## **We are inclusive**

We embrace, celebrate and

champion diversity in all its forms – it's core to who we are

## **We are collaborative**

We build partnerships and share power to increase the collective impact

## **We are determined**

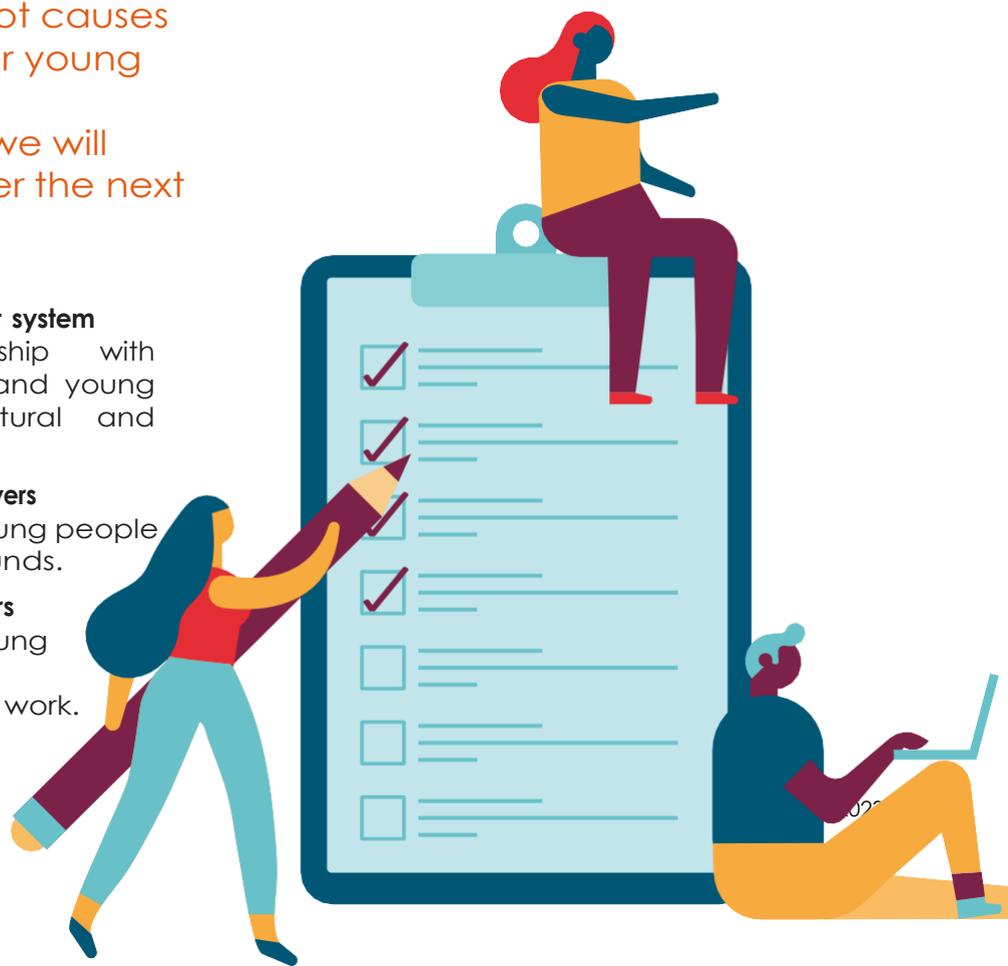
We are relentless in our pursuit of a better future for all young people

# Strategy

## **Our strategic priorities**

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 will focus on three priorities over the next three years:

- 1 Changing the youth employment system** by working in partnership with organisations, policymakers 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.



# Equity, diversity and inclusion statement

**The young people we aim to serve - and the challenges they face - are all unique. We need to build a team that reflects this diversity, is highly skilled and committed.**

**Our commitment to inclusion across all protected characteristics, experiences and socioeconomic background forms the cornerstone of our work.**

We work hard to ensure we have a diverse and inclusive workforce. We use identity-blind software for all our permanent recruitment campaigns to reduce unconscious bias during recruitment. We have flexible working policies which are kept under review and many of the more flexible working practices we adopted during lockdown have been retained. The recruitment of our team around our three hubs of Birmingham, Leeds and London has enabled us to attract a greater diversity of talent than simply focusing recruitment in one city.

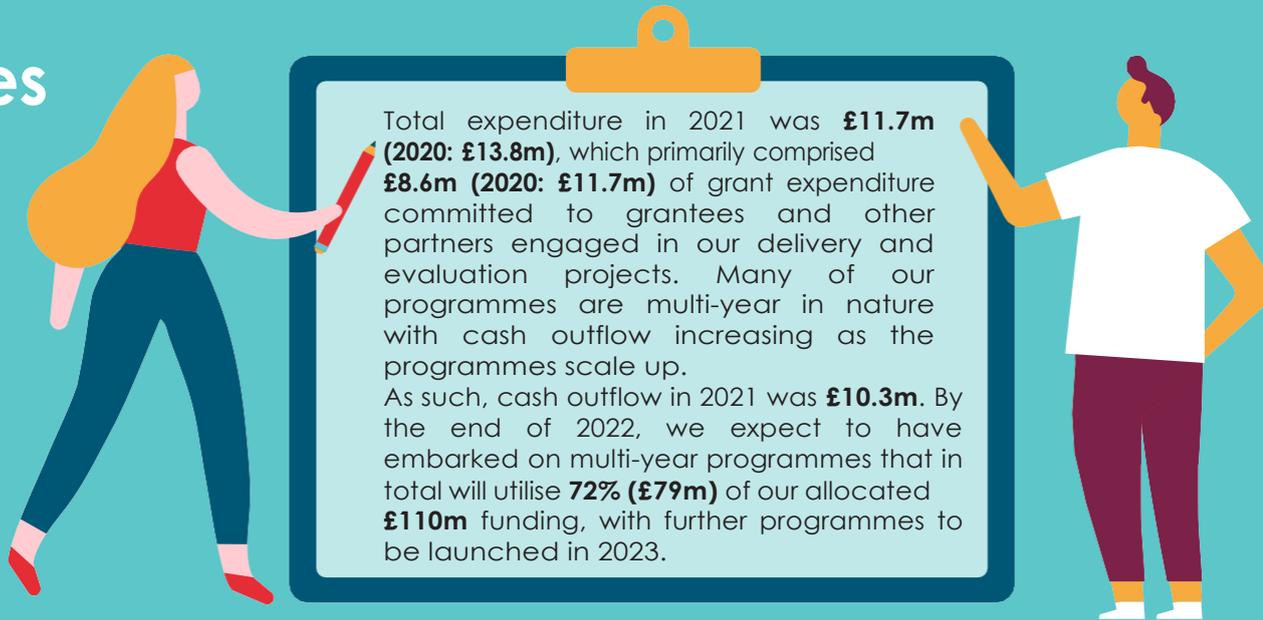
In building the Board, the Future Voices Group, and making external appointments to the Grants Committee, we have also ensured our governance and advisory structures contain a broad diversity of background and experience.

Our Equality, Diversity and Inclusion (EDI) committee within the staff team has senior management sponsorship and leads the creation of a more broad-based EDI strategy. This committee has been created to support accountability pathways within the organisation to ensure our EDI values are upheld. We also launched a staff diversity survey last year which aimed to understand the sociodemographic characteristics of our staff and be able to compare this information with salary data.

We also ensure, where possible, there is diverse representation on our recruitment panels by actively involving wider team members in recruitment activities to ensure we have diverse perspective and representation.



# Finances 2021



Total expenditure in 2021 was **£11.7m (2020: £13.8m)**, which primarily comprised **£8.6m (2020: £11.7m)** of grant expenditure committed to grantees and other partners engaged in our delivery and evaluation projects. Many of our programmes are multi-year in nature with cash outflow increasing as the programmes scale up. As such, cash outflow in 2021 was **£10.3m**. By the end of 2022, we expect to have embarked on multi-year programmes that in total will utilise **72% (£79m)** of our allocated **£110m** funding, with further programmes to be launched in 2023.

# £5.2 million

Grant funding awarded

# £3.3 million

 Committed to 23 evaluations

# 11

 Grantees supported via new awards

# 2

Policy papers written and 1 Government submission with the YEG, and 2 Government submissions by Youth Futures

# 8

Research and evaluation papers published: 88% of stakeholder survey respondents say that they trust the evidence and research we produce

# 2

New grant programmes launched

# 148

Organisations supported in total

# 1,325

Young people reached (from a cumulative total of 17,757)

# 4,081

Organisations supported via infrastructure funding

Cumulative total of young people reached

# 3

New advisory panels launched: 13 x members EAB, 18 x member organisations, one evaluation panel, 40+ members of the YEG ethnic disparities subgroup

# 17,757

## SENIOR DATA ANALYTICS OFFICER IMPACT & EVIDENCE DIRECTORATE

**Term:** Full Time Permanent – 37.5 hours per week.

We offer flexible working and consider alternative patterns of work.

**Salary:** £30,000-£35,000 p/a depending on experience

**Reporting to:** Senior Economist

**Location:** Leeds, London, or Birmingham hub. We currently operate a hybrid model of two-days per week in the office and three-days from home. You must also be prepared to travel to the other hub locations requiring up to six overnight stays per year of 1-2 nights each. You will be asked to indicate your preferred hub when applying.

### Transforming youth employment

Youth Futures Foundation is an independent, not for profit organisation set up in 2019 with an endowment from the Reclaim Fund. We exist to tackle youth unemployment, finding effective ways to help young people find and keep good jobs. Young people facing discrimination and exclusion are disproportionately affected.

Youth Futures Foundation is committed to:

- ❖ Equipping young people from diverse backgrounds to find and progress in work
- ❖ Removing structural and systemic barriers to employment and progression

We are working to close the employment gap by:

- ❖ Building the evidence base
- ❖ Understanding and highlighting structural and systemic barriers
- ❖ Improving the quality of employment programmes for young people
- ❖ Empowering government to carry out evidence-based policy making
- ❖ Equipping employers to improve productivity through hiring the best talent

### JOB DESCRIPTION

We are looking for a dynamic Senior Data Analytics Officer to manage and deliver information, data, and analysis to help Youth Futures build evidence for impact.

You will work with the Evaluation team and Senior Economist to support the design, delivery and management of data systems, as well as our data visualisation products. You will be responsible for ensuring evaluation data is in the correct format for uploading to the Secure Research Service. You will also be responsible for liaising with evaluation partners to ensure data processes are being followed. Finally, this is also an opportunity to work on data visualisation projects to ensure the data and analysis is linked correctly and efficiently.

This is an exciting opportunity to work directly with two teams in the Impact and Evidence Directorate. 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 Youth Futures approach to evaluation, analysis, and impact, including:

- ❖ Understand the development of data models and database normalisation.
- ❖ Manage the development and design of databases that integrate data from evaluation projects as well as our Connected Futures Fund research projects.
- ❖ Co-ordinating data returned by Youth Futures evaluators, including ensuring individual evaluation datasets are properly cleaned, coded and documented to standards required by Office for National Statistics (ONS).
- ❖ Prepare / standardise data for further use by internal or external researchers
- ❖ Support evidence and evaluation team members to set-up secure data repositories, the Youth Futures evaluation data archive and develop processes and guidance
- ❖ Manage data flowing from evaluators and ensuring smooth submission to secure data repositories, including those held in the ONS Secure Research Service.
- ❖ Provide ad-hoc analysis support to all teams regarding any relevant data flows, while ensuring all teams follow appropriate policies and procedures.
- ❖ Ensure that data is accessible, manageable and supported with the appropriate level of metadata and documentation.
- ❖ Support the delivery of in-house projects related to improving the data infrastructure within the organisation.
- ❖ Apply various approaches of using data to gain insights on how we utilize our Data Dashboard and other data analysis projects.
- ❖ Co-ordinate, and manage communications with essential stake holders, which includes the users of our data (practitioners, employers) and organisations that use our evidence (government, other think tanks, etc.).
- ❖ Support the Senior Economist to track and monitor the data analytics from our Data Dashboard.
- ❖ Create and maintain a database, collating, and cataloguing existing and future Youth Futures analysis and evaluation 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.
- ❖ Develop and contribute to research outputs - reports, briefing notes, infographics, toolkits, workshops, blogs, etc.
- ❖ Contribute to Youth Futures' broader research and evidence requirements and good practice toolkits.

## PERSON SPECIFICATION

	Essential	Desirable
<b>Knowledge, experience and abilities</b>		
Experience in analysis, including data storage, cleaning/manipulation, and reporting	X	
Experience in developing and applying data systems, applying data analytics and developing code for repeatable analysis	X	
Experience of collaborating with technical and non-technical audiences	X	
Experience of desk-based research and scoping reviews	X	
Ability to support a wide range of analysis projects from design to impact	X	
Experience in quality assurance of data	X	
Experience in effectively communicating analysis findings and producing user-friendly content for different audiences	X	
Experience in analysis or research and with different datasets in labour	X	

	Essential	Desirable
market, education and/or skills		
Relevant qualification in an economic, social science or related discipline, or relevant professional experience- with a strong quantitative focus	X	
An understanding of the key features and capabilities of government administrative datasets that underpin youth employment	X	
Knowledge of use of data (including linked / administrative data) in impact evaluations in fields of education and/or employment		X
Experience in youth employment and the barriers faced by marginalised young people		X
Understanding economic or econometric analysis		X
Eligible to access the Secure Research Service		X
<b>Skills and Competencies</b>		
An analytical and critical thinker	X	
Excellent visualisation skills, and the proven ability to communicate difficult content to mixed audiences	X	
A collaborative and flexible team member	X	
Able to embrace change and new ways of working	X	
Ability to build effective working relationships across teams	X	
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	X	
Outstanding IT skills, including use of MS Office applications (Word, Excel, PowerPoint, Power BI etc), shared online folders, calendars and contacts	X	
Excellent analysis and programming knowledge, including SQL, Python, Stata/R, and others	X	

## MINDSET

The ability:

- ❖ to thrive when operating in uncertainty
- ❖ a proactive and flexible approach, able to identify and take forward opportunities and work effectively in partnership with others.
- ❖ a positive and can-do attitude, willing to roll their sleeves up to get into details where necessary
- ❖ a willingness to collaborate internally and externally to achieve our mission
- ❖ strong leadership communication skills

## 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 particularly keen to encourage people with lived experience of the challenges facing young people in the labour market, and committed to supporting you in your application. Please contact us if you require any additional support.*

*Internally, we encourage an open, collaborative and inclusive working environment.*

# Summary of Terms, Conditions & Benefits

### **Probationary Period**

All offers of employment are subject to a three-month probationary period. Reviews will be undertaken at six and twelve-weeks.

### **Holiday Year**

1<sup>st</sup> January to 31<sup>st</sup> December.

### **Holiday entitlement**

28 days holiday, plus 8 statutory bank holidays. Entitlement is pro-rata for part-time employees. Holiday can be requested via our HRIS BreatheHR. We are also flexible for employees to work on occasional public holidays (except Christmas, Boxing or New Year's Day) in lieu of taking a day off to celebrate an alternative significant religious day. Please discuss this further with line manager or Head of People.

### **Hours of work**

Full time hours are 37.5 per week, standard working hours are 9:00am – 5:30pm including one hour lunch. Core hours of work are between 10:00am and 3:00pm.

### **Lunch break**

Lunch breaks are a minimum of 30-minutes. Refreshment facilities are provided in each of our hub locations.

### **Flexible working**

We offer a range of different working patterns such as variable start / finish times part-time or compressed hours. Please speak with your line manager or Head of People to discuss any variation to current working pattern or hours.

### **Location**

Each employee will be given a hub location as their place of work, however there is a requirement to visit or work from other hub locations as necessary, including to attend the periodic face to face, all staff away days (which involve an overnight stay). The hub locations are London, Birmingham and Leeds.

### **Hybrid working**

We currently offer an arrangement that allows you to work three days per week from home (which can be averaged out over a few weeks). However, if your home working situation or general working preference means that you prefer to work in an office, there is no upper limit to the number of days working in the office. We provide all relevant home office equipment to ensure you are properly equipped to work effectively from home. A catalogue of equipment is offered for you to select the required equipment.

### **Volunteering days**

We offer three paid volunteering days per year, pro-rata for part time employees, unless otherwise agreed at our discretion each year (January to December) to allow employees to undertake voluntary/charitable work. This time can be split into half days. Volunteering time can be logged on the Who's Off app.

### **Personal/professional training allowance**

A personal training allowance of £750 is allocated to each employee per year to use in a variety of methods such as conferences, events, books, journals, professional subscriptions/memberships, contribution to qualifications, coaching, to support with CPD, and £250 per head for functional teams to pool and engage in collective training.

### **Salaries**

Paid via BACS direct into bank accounts on the 25<sup>th</sup> of each month, where the 25<sup>th</sup> falls on a weekend, payment will be made the Friday before. Payslips are issued electronically via Xero.

### **Enhanced Maternity Pay**

Weeks 1 to 26 on full pay, weeks 27 to 39 on Standard Maternity Pay (SMP), weeks 40 to 52 unpaid (eligible at 6 months service).

### **Enhanced Paternity/Partner leave**

Three weeks at full pay.

### **Absence reporting**

Employees are expected to contact their line manager and/or Head of People to notify of any absence at your earliest possible opportunity and by no later than 10:00am.

### **Sickness absence payments**

Employees with less than six-months service will be paid at the current SSP (Statutory Sick Pay) rate, where eligible. More than six-months but less than 1 year is four weeks full pay, more than one year but less than five is up to 12 weeks full pay. After this period the below income protection policy will then apply.

### **Travel card loan**

The company can provide financial support to purchase travel cards. This is then deducted on a monthly basis from salary for an agreed time period.

### **Income protection**

Provides replacement income if an employee is absent from work through long-term illness or injury. After 13 weeks of absence, the income protection

plan provides 75% of basic salary for a two-year period.

### **Pension**

There is an auto-enrolment pension scheme provided by People's Pension. If you meet the auto-enrolment criteria, you will automatically become a member of the scheme. Youth Futures Foundation pay an employer contribution of 6%, with an employee contribution of 5% of salary. An opt in to an additional 2% matched contribution can be made with a contribution totalling 15%. Membership details will be issued to you upon commencement. You can choose to opt out the scheme should you wish.

### **Employee Assistance Programme**

A 24-hour helpline with access to a range of legal, consultancy, 24/7 crisis assistance support and signposting. Provided by Assured Health.

### **Health Cash Benefit**

A cash plan insurance policy that helps cover the cost of everyday health care, such as dental, optical and therapies. The plan reimburses some or all of the cost of routine and/or unforeseen healthcare costs and appointments. Full details of entitlements and support available will be issued to you direct from the provider Medicash. Totalling £995/year.

### **Group Life Assurance**

A policy which enables employees to provide a tax-free lump sum benefit payment, and/or a longer-term income to their family and dependants in the event of death whilst in Service. Cover provided by Aviva. Payment is based on 4 x basic salary.

### **Season Ticket Loan**

An interest free loan for a 6 month or 12-month season ticket with monthly deductions from salary.

### **Cycle to Work Scheme**

Allows you to buy commuter bikes and cycling accessories through us, so you spread the cost and making savings through a tax break.

### **Expenses**

Reasonable expenses incurred in line with the Travel & Expense Policy will be reimbursed against receipts. Expenses can be claimed back via the Zoho app.

### **Dress Code**

We do not have a dress code. It is expected that you will dress appropriately for the work in which you are carrying out.

# How to apply

To apply for this role :

Please follow this [link](#) to BeApplied

## Recruitment timetable

**Deadline for applications:**  
27 February 2023, 23:59

**Interview dates:**  
TBC

If you require this document in an alternative format, please contact [lisa.metcalf@youthfuturesfoundation.org](mailto:lisa.metcalf@youthfuturesfoundation.org)

## Questions

If you any questions or wish to find out more details about this opportunity please contact:  
Lisa Metcalf  
Head of People  
[lisa.metcalf@youthfuturesfoundation.org](mailto:lisa.metcalf@youthfuturesfoundation.org)



