

DATA AND STATISTICS ANALYST

Parish Support Team

Job Description

Responsible to:	The Assistant Diocesan Secretary (Parish Support)
Main Purpose:	The Data and Statistics Analyst will play a vital role in supporting the parishes and communities of our Diocese through the collection, analysis, and management of data and statistics in connection with congregations, finances, and community impact. This role requires a highly organised and detail-oriented individual with a passion for data management and a commitment to using information to inform decision-making and strategic planning within the diocese.
Hours:	21 hours per week/ 3 days per week
Salary:	£38,533 per annum for full time (35 hours per week) approximately £23,120 per annum for 21 hours per week
Terms:	Permanent, following successful 6-month probation period

Responsibilities and Purpose

The Diocesan Teams exists to support the mission and ministry of the clergy, ministers and volunteers who lead our 240 parishes and 370 church buildings.

Data Collection and Management

1. Working with colleagues in the diocesan and national teams, to support PCCs in the collection of statistics for mission and annual finance returns and energy footprint tool through the Online Parish Returns portal.
2. To collect, manage, and maintain data across various diocesan departments, including church attendance, financial giving, demographics, training participation, carbon emissions and other key performance indicators (KPIs).
3. Ensure that data collected is accurate, up-to-date, and securely stored, in compliance with diocesan policies and data protection regulations.

Statistical Analysis and Reporting

4. Analyse diocesan data to generate insightful reports, highlighting trends, opportunities, and areas for improvement.
5. Prepare and share regular dashboards and statistical reports and maps on benefice, parish and church health, attendance trends, income generation, demographics, and other metrics as required by diocesan leadership.
6. Assist in preparing data for Bishop's Council and Diocesan Synod and other relevant meetings, ensuring all reports are clear, concise, and meaningful.
7. To provide training and guidance as needed to help key stakeholders understand their data and statistics.

Strategic Planning Support

8. Provide data-driven insights to support strategic planning and decision-making processes within the diocese.
9. Working closely with the Strategic Development Team, diocesan leaders and local ministry teams to evaluate program effectiveness and outcomes through statistical analysis.
10. To utilise appropriate mapping and presentation tools to help communicate and share information in an accessible and clear manner.

Database Maintenance and Development

11. Oversee the management of diocesan databases, ensuring data is properly categorized, tagged, and accessible.
12. Continuously improve data systems to enhance efficiency, including the development of tools for better data visualization and reporting.

Training and Support

13. Provide training and support to diocesan staff and parishes in the effective use of data management systems and mapping.
14. Act as a point of contact for any data-related inquiries from diocesan staff, parishes, or other stakeholders.

Compliance and Best Practices

15. Ensure that all data handling processes are in compliance with relevant data protection laws and diocesan privacy policies.
16. Stay informed about best practices and advancements in data management, recommending improvements as necessary.

Personal Specification

Education and Qualifications

1. A good level of education in English and Maths is essential. Educated to degree level or equivalent professional qualification related to economic & statistical analysis is desirable.
2. Accreditation or formal training in Data Protection is essential. Evidence of continual development/keeping up to date in this area is important.
3. It will be a requirement of the appointment that Safeguarding Training (level to be determined) is completed along with:
 - a. Equality and Diversity
 - b. GDPR
 - c. Fire Safety Awareness
 - d. DSE for Home workers/office workers
 - e. First Aid refreshers
 - f. Office Health and Safety

Background and Experience

4. Experience of working in an office environment.
5. Demonstratable experience of working with data of all types including financial and personal data.
6. Demonstrable experience of analysing data, preparing data for reports.
7. Experience of assisting others to understand data and statistics. Experience of helping other to up-skill their ability to understand their own data.
8. Knowledge and experience of working in a large and complex organisation is desirable.

Skills and Personal Competencies

9. Excellent IT skills and ability, with detailed experience of utilising all standard Microsoft Office packages and a variety of databases. Excellent skills with mapping and presentation tools
10. Detail orientated, able to spot differences, similarities, check error and accuracy in data.
11. Skilled and comfortable working with all types of data including financial and personal.
12. Confident operating within complex administrative structures with an understanding of the importance of adhering to processes and policies including privacy notices.
13. Superb customer service skills, able to comfortably offer confident support and advice to a range of people and contexts.
14. Comfortable working across diverse areas of responsibilities, able to prioritise and balance competing requirements and requests.
15. Excellent organisational and time management skills, reliable with a 'can do attitude'.
16. Able to work under own initiative with the flexibility and adaptability to juggle a range of different tasks and remain calm and efficient when under pressure; comfortable taking decisions with a degree of ambiguity and awareness of when to inform others.

Other

17. Confidential and able to handle sensitive information.
18. An understanding of and a commitment in principle to the Church's ministry and mission is essential.

19. Current driving licence and access to a vehicle.

NOTES

The following general principles should be noted:

- a. This role will be based at The Diocesan Office, Old Alresford Place. It is anticipated that some home working may be available/necessary.
- b. The role holder will have an understanding of and empathy for the work of the Church of England as well as the mission, ministry and priorities of the Diocese.
- c. The role is offered on a permanent basis subject to a probationary period of 6 months.
- d. This is a part-time post (21 hours per week) worked Monday to Friday, days to be agreed.
- e. The role requires the role holder to occasionally work and evening or weekend with plenty of notice.
- f. The role holder will occasionally be required to travel about the diocese, often to remote locations, having access to one's own transport will be essential. There are no public transport links to the office.
- g. The role is offered on the basis of the role holder having a right to work in the UK.
- h. The employer will be The Winchester Diocesan Board of Finance. As such the role is under the leadership of the Diocesan Secretary. WDBF policies and procedures are directly applicable to the role. WDBF Employee Terms and Conditions apply.

This job description and person specification is not an exhaustive list of tasks and responsibilities

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JD Agreed SK/JT and SB 28 May 2025