

Roehampton Internship Scheme – Job Description Template

Role Title: Data Analyst

Location: Cobbold Road, London W12

Hours: 10/20 hours per week

Salary: £12.05p/hr

Start date: February 2023

About Our Charity

The Upper Room was established in 1990 as a Soup Kitchen at St Saviour's Church in W12. It has evolved significantly over the years and now runs four joined up support programmes, operating under the **UR4** banner:

- **UR4 Meals** prepares and serves 80 – 120 free meals per day to eat in or take away. Within this programme we also make sure our dining guests who will be a mix of homeless, rough-sleepers, socially isolated, people in hardship also have access to a range of other services. These include: general health and wellbeing, housing support and advice on claiming qualifiable benefits.
- **UR4 Driving** enables young vulnerable adults and people with previous convictions to access free driving lessons and take up to two theory and two practical driving tests. Through this programme each student also acquires a range of other life-skills and learns to associate the consistent discipline of learning and reliability with positive and sustainable life choices. This is an award-winning programme which is now being rolled out in South London with view to expanding to other London areas.
- **UR4 Jobs** supports vulnerable young adults and people with previous convictions in gaining both the training and qualifications needed to access regular employment. Each student is closely supported by a Job Coach who provides guidance and hands-on help with searching and securing employment.
- **UR4 Counselling** plays a vital role in supporting the people we see who are really struggling to see any way forward for themselves. This is a bi-lingual service (Polish and English) and has proved highly beneficial to our clients.

We receive no government or local authority funding, so everything we do we have to raise money for through grant applications, events and other fundraising activities. Our main site is in Shepherds Bush, W12.

Internship Duties & Responsibilities

The intern will support Upper Room with day-to-day tasks that assist and develop data management and processes. Tasks include:

- Develop a record management process
- Create appropriate templates for effective data management and analysis
- Upload manual records onto spreadsheets

- Produce and track key performance indicators
 - Develop and support reporting processes
 - Monitor and audit data quality
 - Liaise with internal clients to fully understand data content
 - Prepare reports for internal and external audiences using business analytics reporting tools
 - Create data dashboards including graphs and visualisations where possible
 - Gather, understand and document detailed business requirements using appropriate tools and techniques
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Person specification

Essential:

- Good/advanced working knowledge of Excel
- A passion for data analytics
- A good work ethic
- Empathy with our cause – supporting the homeless, disenfranchised, vulnerable people and ex-offenders

Desirable:

- Working on a business, marketing, social services or health-related qualification
- Able to commute to our offices in W12

This section to be completed by Roehampton University

To Apply:

Please visit CareerLink via the following link: <https://roehampton.careercentre.me/u/5pnu9eho> and then click 'Apply here' which will take you to the Santander platform. If you have any questions, then please feel free to email: internships@roehampton.ac.uk

Closing date:

We reserve the right to close this opportunity early should sufficient applications be received prior to the closing date.