



Job Title: Data Integrity Lead

Reports to: Head of Strategic Partnerships - Prison Leavers

Salary: To £31,000 pro rata – 21 hours per week

Location: Central London

Job Description

Job Purpose

The Data Integrity Lead will take responsibility for measuring, analysing and effectively reporting on the impact of the Prison Leaver Project delivered across five charities including; Bounce Back, Change Grow Live, A Fairer Chance, Rise Mutual and Be Onsite. This role will ensure that all monitoring and reporting systems are robust, effective and provide a true reflection of the impact and challenges faced by the project. The Data Integrity Lead will need to provide continuous feedback to all delivery partners, and ensure reports are ready for commissioner meetings, which include a narrative on all data produced.

Core Responsibilities

- Lead on the quality of the monitoring and evaluation and ensure the quality of the systems and procedures used for this.
- Accountable for quantitative and qualitative monitoring, analysis and reporting impact and challenges faced of Prison Leaver programme
- Identify and adopt models of best practice to ensure that data management and analysis is as efficient and effective as possible across all five charities involved.
- Drive the implementation of a simple but effective database and report back to Bounce Back and other delivery partners the quality of data being collected
- Ensure the prison leaver voice is heard and they can contribute fully to the project improving systems, processes and delivery
- Produce monthly, quarterly and end of year report for key stakeholders demonstrating key output measurements
- Work closely with the Head of Strategic Partnerships in implementing and overseeing the best practices across all delivery partners around data integrity
- Work alongside the Impact & Data Lead for Bounce Back to ensure reporting compliments and acts as a bolt on to the reports being produced for Bounce Back funders and wider leadership teams
- Create and collate effective data dashboard and monitor and maintain the quality and accessibility of information and data across the project.
- Create tools to support the training of new team members in collecting and maintaining clean data and ensuring limits to data gaps
- Drive the collection of relevant case studies, stories, photos etc that can be used to communicate our impact to all our stakeholders
- Undertaking other administrative tasks that are required within this role.

bounce back.

Personal Specification

Knowledge and Skills

- An understanding of Social Value, Social Justice and Social Mobility,
- Experience or a working knowledge of Criminal Justice and working with marginalised groups
- Experience of using a variety of systems to monitor and evaluate programmes
- Knowledge of data gathering and best practices around validation and integrity
- Experience of managing multiple projects with a variety of contractual obligations
- Able to collate, input, analyse and report upon complex data in an accurate and timely manner
- Excellent written and verbal communication skills
- Strong IT skills, including proven experience of using and maintaining a database and knowledge of programming and data query tools e.g. SQL, Python

Personal Qualities

- Committed to Bounce Back's belief that everyone has the ability to change and deserves an opportunity to do so
- Passionate and proactive people person able to build effective relationships with people at all levels
- Charismatic leader instilling a "can do attitude" with their teams
- A creative instinct with a solution focused approach, able to make "on the spot" decisions
- A highly organised individual driven by quality of results and able to juggle multiple tasks