



Job Title: Data & Finance Administrator
Reports to: Head of DIVERT

Hours: 20 hours per week
Salary: Circa £30,000 pro rata

Contract: 31st March 2023

Job Description

The Data & Finance Administrator is accountable to the Head of DIVERT and will take responsibility for measuring, analysing and effectively reporting on the impact of the project. 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. You will be providing finance admin support by tracking spends against budget, processing of overtime and ensuring the Views database is maintained.

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
- Monitor and maintain the quality and accessibility of information in the data dashboard
- Work closely with the Head of DIVERT to produce regular reports for the commissioner
- Provide administrative support for the allocation of any additional bursaries
- Work alongside the Impact & Data Lead for Bounce Back to ensure reporting compliments the reports being produced for Bounce Back stakeholders
- Support Programme Managers with ensuring teams are not creating data gaps and evaluation of data is received quickly to help inform their work
- Maintaining a log of overtime hours and processing of timesheets
- Monitoring of P&L for the project and reporting back any concerns to Head of DIVERT
- Keeping a record of all staff vetting
- Work closely with external evaluators driving active participation from participants and teams
- Drive the collection of relevant case studies, stories, photos etc that can be used to communicate our impact to all our stakeholders
- Managing all forms and templates being used on the project to ensure quality data collection
- Prepare, update, publish and distribute project documentation
- Ensure that all records are up to date, accurate and meet all GDPR requirements
- Act as an ambassador for Bounce Back at external networking events



Personal Specification

Knowledge and Skills

- An understanding of Social Value, Social Justice and Social Mobility,
- An understanding of the issues and challenges related to NEETS, gangs, exploitation, drugs and youth violence, offending, and employment
- Proven track record of providing finance administrative support to a diverse team
- Knowledge of data gathering and best practices around validation and integrity
- 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 databases

Personal Qualities

- Committed to Bounce Back's belief that everyone has the ability to change and deserves an opportunity to do so
- Authentic, empathetic communicator with a high level of emotional intelligence
- Passionate and proactive people person who actively contributes within a team
- Thrives under pressure and adaptable to the demands of a changing environment
- Assertive and tenacious with a positive solution focused outlook
- A highly organised individual able to manage their time effectively

This is not an exhaustive list of tasks and you may be asked to undertake any other reasonable duties in line with your post and the team's needs. Job descriptions are reviewed frequently and may be amended at any time in accordance with the needs of Bounce Back.