

**Data, Impact and Finance Officer, Cumbria's 0-19 Child & Family Support Services**  
**Based in Copeland**  
**37 hours per week (full-time)**  
**Grade 2 (upper) point 16-19: £23,766 - £26,177 per annum**  
**Permanent Contract**

**Are you a highly motivated self-starter with excellent communication skills? Do you want to be part of an award-winning organisation that makes a difference? If so, Family Action has an exciting opportunity and would love to hear from you.**

At Family Action we transform lives by providing practical, emotional and financial support to those who are experiencing poverty, disadvantage and social isolation. We have been building stronger families since 1869 and today we work with more than 60,000 families in over 150 community-based services, as well as supporting thousands more through national programmes and grants.

We are looking for a dynamic and experienced Data Impact and finance Officer with an impressive track record in financial systems, monitoring and evaluation of services and the manipulation interpretation and presentation of data. Family Action was commissioned by Cumbria County Council in January 2020 to deliver Child and Family Support Services across four Districts in Cumbria (Carlisle, Allerdale, Copeland and Barrow).

#### **Your skills**

- Excellent word processing and computer skills and substantial experience of Microsoft Office, Word, Excel, Outlook, PowerPoint and various databases. Experience of using case file management system is desirable liquid logic and/or Inform.
- Proven experience of setting up new systems to maximise efficiency.
- Demonstrable experience of keeping accurate financial records, solid experience and understanding of working with databases and **extrapolating** and drilling down data from these databases
- An excellent understanding of the needs of confidentiality of information regarding all aspects of the Post.
- Demonstrable ability to organise and prioritise work to carry out routine daily tasks
- Proven experience of setting up data auditing systems.
- Professional experience with children, young people and their families, including up to date knowledge and experience of safeguarding issues and procedures.

We are committed to Equality, Diversity & Inclusion in all that we do and welcome applications from all sections of the community. We particularly welcome applications from Black, Asian and minority ethnic candidates, LGBTQIA+ candidates and candidates with disabilities because we are committed to increasing the representation of these groups at Family Action. We know that greater



diversity will lead to even greater results for families and children and strive for our workforce to be truly representative of the diverse communities we support. We offer a guaranteed interview scheme for disabled applicants and will reimburse your travel cost if you attend an interview.

### **What will we offer you?**

We'll offer you a generous pension scheme and leave entitlements, eye care vouchers, a cycle to work scheme and other great benefits. All roles in Family Action are open to a discussion about possible flexible working options, subject to business needs, and all new starters will have the right to make a flexible working request from day one of employment. We have an excellent wellbeing offer and we will invest in your professional development with on-going quality training and career development opportunities. You'll join an established, supportive and high-performing service and have the opportunity to thrive in an innovative organisation that values your opinion, encourages learning and has the needs of children and families at its core.

We are forward looking, ambitious and committed to continuous improvement. We are a **people focused, can-do** organisation, which strives for **excellence** in all we do and operate with **mutual respect**. If you share these values and behaviours and have the necessary skills then we look forward to hearing from you.

**For an application pack and further information please visit:**

[www.family-action.org.uk/get-involved/work-us/current-vacancies/](http://www.family-action.org.uk/get-involved/work-us/current-vacancies/)

**Please email completed applications to:** [completed.application7@family-action.org.uk](mailto:completed.application7@family-action.org.uk)

**Closing date:** Wednesday 6<sup>th</sup> July 2022 at 17:00

**Interview date:** TBC

Appointments are subject to Family Action receiving a satisfactory disclosure from the Disclosure and Barring Service.

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.

**ID: 438**