

JOB DESCRIPTION

Job title:	Data, Impact and Finance Officer
Service:	Cumbria's: 0-19 Child and Family Support Service
Salary:	Grade 2 (upper) point 16-19: £23,766 - £26,177 per annum
Hours:	37 hours per week (full-time)
Location:	Copeland
Responsible to:	Child & Family Support Service Manager

Summary of job:

The post holder will share and embrace Cumbria's vision of 'a great place to grow up and for children and young people to have the opportunity to become everything they want to be'.

We will achieve this by:

- Supporting the Operational Manager and the Service Leadership team with finance, monitoring and evaluation, and taking the lead on data, manipulation, interpretation and presentation.
- Providing critical analysis of need, identify gaps/trends and monitoring key performance outcomes to improve service delivery for children, young people and parents in local areas of Allerdale, Barrow, Carlisle and Copeland

Key tasks and Responsibilities:

1. To support the Business Support Apprentice and administrators with the cleansing and inputting data.
2. To ensure that the data is quality assured on a regular basis.
3. To prepare reports for internal and external inspections of the service.
4. To attend annual QA meetings with the local authority and senior leadership team to scrutinise the data.
5. To support the senior leadership team with the running of reports and databases and undertaking audits of systems.
6. To be responsible for the managing maintaining and setting up of new system and refining an existing one as required to meet the data needs of the senior leadership team.
7. To be responsible for the administration of senior leadership meetings to assist with the administration of operational manager and the senior leadership team.

8. To update, maintain and develop filing systems and information systems, database, both paper and electronic that will support 0-19 Child and Family Service delivery and reporting requirements.
9. To line manage business support apprentice, some volunteers and student placements, and be responsible for their performance management. Inspire, motivate and monitor work, recognising strengths and creating learning opportunities.
10. Together with the Child and Family Support Service Manager and in collaboration with the HR, support the recruitment, selection, induction, supervision, appraisal, staff development, motivation, training and when necessary, the disciplinary of staff to ensure that the appropriate resourcing is maintained at all times.
11. Work collaboratively with internal and external providers, embracing multiagency partnership working.
12. To keep timely and accurate records of your work and adhere to confidentiality, safeguarding and information sharing protocols.
13. Build up knowledge and understanding of local resources and community, statutory and services, services, and communicate effectively with them in the best interests of the child and family.
14. Process alongside the service manager incoming referrals and close client records as required.
15. To play an active and senior part in the team, working, and leading by example to ensure the smooth running of the service.
16. To work closely with other Data, Impact and Finance Officers to promote consistency in service delivery, share learning and support as required.
17. Undertake all financial responsibilities as required and allocated by Child and Family Support Service Manager and work closely with Family Action Head office functions in particular with Finance and HR departments.
18. To undertake training according to the needs of the service.
19. To be able to evidence Family Action's values at all times, which underpin Family Action's mission of 'building stronger families' by:
 - a) Being **people** focused
 - b) Reflecting a '**can do**' approach
 - c) Striving for **excellence** in everything we do
 - d) Having **mutual respect** for everyone we work with, work for and support through our services

20. To ensure you have an understanding (appropriate to your role) of, and comply with Family Action's procedures for promoting and safeguarding the welfare of children and vulnerable adults.
21. To comply with Family Action's Diversity & Equality Policy and our Ethical Policy in every aspect of your work and positively promote the principles of these policies amongst colleagues, service users and other members of the community.
22. To comply with Family Action's Health and Safety Policy, Data Protection Policy and to protect your own and others' health, safety and welfare.
23. To work flexibly as may be required by the needs of the service and carry out any other reasonable duties as required.
24. To be willing to work outside normal core hours [9am-5pm], evenings and early mornings and occasional weekend working.

Person Specification

Education, Qualifications and Background	
1.	5X GCSE's Grade A-C including Maths and English
2.	High standard of Data inputting and typing (60 WPM)
3.	Demonstrable experience of extrapolating, manipulating and presenting Data
Abilities and Skills	
4.	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
5.	Proven experience of setting up new series new systems to maximise efficiency
6.	Demonstrable experience of keeping accurate financial records solid experience and understanding of working with databases and extrapolating and drilling down data from these databases
7.	An excellent understanding of the needs of confidentiality of information regarding all aspects of the Post
8.	Demonstrable ability to organise and prioritise work to carry out routine daily test
9.	Proven experience of setting up data auditing systems

10.	Professional experience with children, young people and their families, including up to date knowledge and experience of safeguarding issues and procedures
11.	<p>To be able to evidence Family Action's values at all times, which underpin Family Action's mission of 'building stronger families' by:</p> <ul style="list-style-type: none"> a) Being people focused b) Reflecting a 'can do' approach c) Striving for excellence in everything we do d) Having mutual respect for everyone we work with, work for and support through our services
12.	The ability to communicate clearly and professionally through a variety of mediums with parents/carers, children, staff and professionals and excellent verbal, listening and presentation skills
13.	Willing to work flexibly and outside core hours, including early morning, late evenings and occasional weekends.