



The Armed Forces Covenant Fund Trust is recruiting for a part-time (equivalent to 3 or 4 days a week) Business Intelligence Analyst.

The Armed Forces Covenant Fund Trust is a grant making charity which supports the Armed Forces Covenant by funding projects which address specific priorities. The Trust is committed to learning from and sharing the achievements of its grant holders and the impact of its funding programmes. To find out more about our work please visit our website <https://www.covenantfund.org.uk/>

The Business Intelligence Analyst will be responsible for supporting the Trust's reporting on the whole range of its work using the data it gathers from grant holders, beneficiaries, and other activity. The post holder will be responsible for providing information to senior stakeholders and colleagues to answer queries, compile reports, and contribute to decision making by analysing and using data from a variety of sources. They will work with colleagues in the grants team to ensure the validity of such data and to introduce new processes methodologies, including innovative technological solutions, to maximise the value of the data, minimise time spent in extraction and analysis and enhance productivity.

This is a new role at the Trust and will be ideal for someone with a keen eye for detail, that thrives working collaboratively with others, throughout all levels of an organisation. We're looking for someone with a real enthusiasm for working with data to improve capability, and a curiosity about the technological opportunities that might assist with analytics, communication and improving workflows. The successful applicant will have skills and experience in managing data, working closely with senior colleagues to understand the issues and reasons behind information requests, and a thorough understanding of how to verify and validate data. They will be able to acquire a deep knowledge of the Trust's activities, its stakeholders and its relationship with government. They will have good communications skills and the ability to present information in accessible formats, to explain complex issues easily, using graphics as well as text. Whilst this is not an IT role they will need to have the confidence and ability to discuss and understand relevant technical elements of data software with IT professionals

The Trust uses key systems to manage data in respect of our grant making, including a grant management system (Blackbaud Grant Making) and a bespoke system for managing data relating to measuring the impact of funded projects on beneficiaries. Other systems include those relating to our communications, evaluation and financial management. Each is managed directly by subject matter experts and the Business Intelligence Analyst will work with these colleagues to enhance the benefits of holding, and facilitate advancements in using, this data.

The ideal candidate would be interested in innovation and be aware of wider business transformations in other sectors that are being driven by AI and automation. They would be able to articulate the risks and benefits of these approaches to a non-technical audience, and would be able to propose and implement proportionate and

risk controlled improvements for a non-profit organisation utilising new approaches. If they are not currently experienced in PowerBI then they would be willing to upskill rapidly.

Previous experience of working in a charity or not for profit organisation would be desirable, but experience might have been gained within the public sector, perhaps with a local authority or government department. A personal knowledge or experience of the armed forces would be an advantage, and applications will be welcomed from former serving personnel, or spouses, who meet the key criteria. The successful candidates will have an interest in, and commitment to, the difference that charities can make.

The Trust welcomes applications from across the UK. Unfortunately, we're not able to offer this opportunity to anyone living outside of the UK mainland. This is a home working role and applicants will be expected to be able to confirm that they are able to work in this way (IT and any essential equipment will be provided). Attendance at occasional (fewer than 4 per year) meetings or awaydays will be expected – these could be in London or elsewhere in the UK.

Salary in the range £40k-50k full time equivalent pa depending on experience (plus pension contribution and other benefits). This is a part-time role – for the equivalent of 3 to 4 days a week. As a flexible employer, we are open to exploring how those 3 to 4 days can be delivered across the working week.

How to apply:

Applications should take the form of a letter (no more than two pages of A4) providing evidence of how you meet the person specification and a CV. Please also indicate how soon you might be available to start if your application is successful.

Timeline

Applications should be submitted via our recruitment portal at <https://system.citrushr.com/Job?uid=lkaqtockurepbyjzvm> by 9am on Monday 20 January 2025. Shortlisted candidates will be invited to attend interviews which are expected to be conducted the following week (wc 27/01/2025) by video conference.

There will be a short presentation to complete and submit ahead of the interview. You will have time at the start of the interview to talk about/present this. We will also ask you to complete a short test near the end of the interview.

We recognise that we're a predominantly white workforce and are genuinely committed to encouraging applications from diverse communities in order to improve the service we provide. We're not just searching for skills but also how a candidate could uphold our values and enhance our culture, therefore, even if you don't think you meet all the skills criteria listed in our job descriptions, we'd still like to hear from you.

We are an equal opportunities employer. If you require any additional support or reasonable adjustments at any stage of the recruitment process, please let us know via info@covenantfund.org.uk and we will do our utmost to accommodate you.

Business Intelligence Analyst (December 2024)

Summary of role

Responsible for supporting the Trust's reporting on the whole range of its work using the data it gathers from grant holders, beneficiaries, and other activity. They will compile robust and engaging reports for external stakeholders, produce management information to support the Trust to deliver its work effectively, and plan and implement improvements to data analytics and process workflows.

The post holder will be responsible for working with staff across the Trust to provide information to answer queries, compile reports, and contribute to decision making by analysing and presenting data captured from all aspects of grant making and the Trust's commitment to measuring the impact of its work. This business intelligence will inform future grant programmes, and, potentially, external policy and decision makers.

Salary in the range £40-50K full time equivalent pa depending on experience (plus pension contribution and other benefits)

Reporting to: Head of Risk and Compliance

Main duties

- Using data to create high quality reports for external stakeholders based on their needs
- Interrogating and analysing data held by the Trust to respond to queries from internal and external enquirers; including supplying data for use in Parliamentary Questions and Freedom of Information Act responses
- Gathering business analytical data and producing effective internal reports to support the Trust in delivering its mission.
- Supporting colleagues to get, manage and use data in relation to all its activities in grant making, including impact measurement
- Working with colleagues across the Trust to maintain the integrity and governance compliance in respect of the data it holds.
- With the Head of Risk and Compliance; propose, and where appropriate, implement, new technological solutions to enhance the gathering, managing and using of data to improve effectiveness, efficiency and high quality communication by the Trust
- With the Head of Risk and Compliance; propose and implement projects to improve process workflows to enable productivity gains enabling grants staff to focus on the more complex parts of their role.

- Maintain an interest in external developments relating to process automation and AI; and share relevant case studies, good practice or risk-based approaches with colleagues
- Initiate ideas and collaborate with colleagues to undertake appropriate work to pursue ways to add value to the Fund's grant making.
- Contribute to the Fund's development by being alert to, and developing a good understanding of, relevant issues relating to the Covenant, the voluntary sector and grant making.
- Manage own workloads and collaborate with colleagues on shared tasks and projects, to ensure milestones and targets are met.
- Any other duties as reasonably expected.

Person specification

Essential:

- Evidence of having contributed to the improvement of decision-making, reporting and business processes in relation to use of data in a medium or small organisation
- At least three years employed experience of using databases to collect information and compile reports
- Experience of developing and maintaining constructive relationships with senior colleagues to respond to information requests
- A proven understanding and enthusiasm for technological innovations that might enable better ways of interacting with and presenting data
- An interest in business improvements, productivity and how systems can work in optimal ways; with the ability to demonstrate how to source examples of good practice from other organisations or sectors or academia.
- Ability to use judgement in analysing written and financial information.
- Experience in producing time sensitive and accurate reports
- Experience of preparing and presenting high quality reports to colleagues and seniors using graphics
- A good understanding of data governance
- Excellent MS Office skills (SharePoint, Word, Excel, PowerPoint)
- Excellent organisational and administrative skills.
- Ability to multi-task, work in a dynamic environment and to remain calm under pressure.
- Ability to deal with sensitive and/or confidential information.
- Excellent written and verbal communication skills.
- Ability to work independently as well as in a team.

Desirable:

- Experience of working for a charity or not-for-profit organisation
- An understanding of the principles of managing public money.
- Some knowledge of Power BI, and of graphics software such as Canva
- Experience of producing reports for senior stakeholders
- Experience of delivering presentations and communicating complex ideas

- Working knowledge of grant management systems – ideally BBGM (formerly known as GIFTS) - or Customer Relationship Management systems
- Experience in project management
- Evidence of interest in and commitment to the work of the Trust.
- Personal knowledge or experience of the Armed Forces community.