



DATA ANALYST

Application pack



CHURCH PASTORAL AID SOCIETY

Registered charity no 1007820. A company limited by guarantee, registered in England no 2673220.

Registered office: CPAS, Sovereign Court One (Unit 3), Sir William Lyons Road, University of Warwick Science Park, COVENTRY CV4 7EZ

Thank you for your interest in the post of Data Analyst at CPAS

ABOUT CPAS

CPAS is one of the key organisations shaping the future of the UK Church. Its leadership training and patronage work are shaping the current generation of church leaders. Its residential holidays influence the lives of thousands of young people each year. CPAS' role in the UK is unique, long-standing and influential within the Church of England and its evangelical constituency.

Our founders' aim was clear, to take the gospel 'to every person's door, with a single eye to the glory of God' which has meant that our work has always been in partnership with local churches. Currently we focus on patronage, training, and the residential holidays we run for young people. We value our rich heritage and partnerships across the evangelical constituency, and seek to be biblical, missional, prayerful and Christ-like in all we do.

Looking towards 2025, our prayer and aspiration is to see:



The three main areas of our work are:

- Patronage: supporting the appointment process for clergy in nearly 700 churches.
- Leadership: resources, events and programmes to develop leaders at all levels in local churches.
- Ventures and Falcons (VF): for 8-18's to explore life with Jesus on our holidays and school residentials.

Our Aspirations

We long to see a Christ-centred, Bible-based, mission-focused Church where leaders are clear about their call to discipleship, growing in Christ-like character, and competent to lead in a time of rapid change; where leaders discern God's direction, enable action, build teams, develop leaders, facilitate communication, and nurture people; where leaders work in and across teams, reflecting the diversity of ministries, and model themselves on the servant character of Jesus; where leaders help transform inherited churches, pioneer new worshipping communities and deliver creative residential ministry, effectively helping children, young people and adults hear and discover the good news of Jesus Christ. This role is vital to making this vision a reality.

About this role

CPAS aspires to put digital capabilities at the heart of our engagement with our supporters, volunteers, churches, dioceses and children and young people joining our residential holidays. As a Data Analyst at CPAS, you will play a crucial role in collecting, analysing, and interpreting data to inform our programmes and strategies. You will work closely with our operations, fundraising, leadership and holiday teams to provide insights that drive effectiveness and accountability. Your work will directly contribute to our ability to improve key decision making in the organisation. This is a new role and the postholder will work closely with the Digital Systems Manager and key staff across other teams to build and maintain our data capabilities.

ROLE PROFILE

RESPONSIBLE TO: Digital Systems Manager

KEY WORKING RELATIONSHIPS

- **Internally:** key staff across operations, fundraising, leadership and holiday teams
- **Externally:** supporters, customers and suppliers

DECISION MAKING: The postholder will make decisions about the development and implementation of a data plan for CPAS in conjunction with Digital Systems Manager.

JOB PURPOSE

Responsible for collecting, analysing, and interpreting data to inform CPAS' programmes and strategies, the Data Analyst will work closely with operations, fundraising, leadership and holidays teams to provide insights that drive effectiveness and accountability. This role will directly contribute to our ability to improve key decision-making in the organisation.

CORE TASKS

- **Data Collection & Management:** Gather, clean, and organise data from various internal and external sources (e.g., donor data, programme reports, community surveys, etc.) to support strategic initiatives.
- **Data Analysis & Reporting:** Analyse data to identify trends, patterns, and insights, then create accessible and actionable reports for stakeholders.
- **Performance Metrics & KPIs:** Develop and monitor key performance indicators (KPIs) to assess programme effectiveness, fundraising performance, and organisational impact.
- **Data Visualisation:** Use data visualisation tools (e.g. Tableau, Power BI, or similar) to create dashboards and visualisations that help the staff team understand complex data in a clear and meaningful way.
- **Collaboration:** Work closely with different teams to support data-driven decision-making and assist with the creation of impactful fundraising, communications, an annual impact report, and outreach strategies.
- **Ad-hoc Analysis:** Provide data support for projects, grant applications and monitoring reports and research initiatives, helping to guide evidence-based decision-making.
- **Training:** Provide training workshops and mentoring support for staff across CPAS on data analysis skills.
- **Data Quality & Integrity:** Ensure data accuracy, consistency, and reliability by identifying and addressing any issues in data collection or reporting processes.
- **Digital Transformation:** Support decision-making in the selection and implementation of digital projects, ensuring appropriate toolsets for best practices in reporting are found and used. Assist in identifying and incorporating data requirements into project specifications.

OTHER REQUIREMENTS

- Participate in the wider life of CPAS.
- Some travel to occasional meetings off-site.



This job description is issued as a guideline to assist you in your duties, it is not exclusive or exhaustive. You may, on occasions, be required to undertake additional or other duties as may reasonably be expected within the scope and grading of the post and according to the needs of the organisation.

PERSON SPECIFICATION

KNOWLEDGE AND EDUCATION

Essential

- Knowledge of fundraising metrics, donor databases (e.g., Dynamics), and nonprofit impact measurement.
- Understanding of data privacy, data protection and ethical data usage, particularly in a nonprofit context.
- Familiarity with survey design and analysis.
- Good educational background.

SKILLS

Essential

- Proficiency in data analysis tools such as Excel, Google Sheets, SQL, or other analytical software.
- Strong analytical and problem-solving skills with the ability to interpret complex data and make actionable recommendations.
- Excellent communication skills, able to present data and insights clearly to non-technical audiences.
- Ability to work collaboratively in a cross-functional team environment and prioritise tasks effectively.
- Capable of recommending the right metrics for project initiation and contribute to the development of an organisation-wide monitoring and evaluation framework.
- Detail-oriented with strong organisational abilities, able to manage multiple projects and prioritise work to meet deadlines.

Desirable

- Ability to offer support for general IT queries, to assist the Digital Systems team.

EXPERIENCE

Essential

- Experience of statistical analysis.
- Experience with data visualisation tools (Tableau, Power BI, or similar).
- Proven experience (2+ years) in data analysis.

Desirable

- Experience of working in a nonprofit, social impact or charity setting.
- Experience of providing training and workshops.

PERSONAL QUALITIES

Essential:

- Curious, with a strong desire to explore data and seek deeper insights beyond the surface level.
- A team player, willing and able to work collaboratively with others.
- Motivated by the aims and objectives of CPAS' work.
- Passionate about the value of data to improving performance and able to champion this across the organisation.
- Willing to work in a manner that respects the Christian ethos of the organisation*.



*CHRISTIAN FAITH

CPAS is a Christian organisation and to be successful in this role you will be comfortable working with our ethos and able to respect our beliefs. We are a friendly, informal staff group, where working as part of a team is important to us. Please be aware that during our staff away days we worship and pray together and we pray as part of our working day—although there is no obligation for everyone to join in. We also have an annual retreat day that is offered for all staff. We very much welcome new staff joining us, who are keen to work within this culture and environment.



TERMS AND CONDITIONS

1. **Location:** The role will be based in the accessible CPAS offices in Coventry with free parking for staff. CPAS has a flexible working policy, and it may be possible to work from home up to one day per week, subject to making an application.
2. **Salary:** £22,914 (pro rata of £38,190 FTE) per annum, subject to an annual pay review.
3. **Contract:** This is a permanent appointment. It is subject to an initial six-month probationary period and the usual ongoing CPAS appraisal process.
4. **Pension:** CPAS provides a pension scheme with a minimum of a 4% matched contribution to the Church of England Church Workers Pension Scheme. It is possible to increase this to 9%.
5. **Hours of work:** This is a part-time appointment of 3 days / 22.2 hours per week (0.6 FTE). CPAS operates a flexible working policy.
6. **Holiday:** Annual leave entitlement is 20 days per annum (pro rata of 33 days per annum full-time equivalent). This entitlement is inclusive of bank and public holidays, and there are, in addition, three days of paid leave between Christmas and New Year when the CPAS office is closed. The holiday year begins on 1 January each year.
7. **Employee Assistance:** CPAS provides free access to Health Assured, the employee assistance programme.
8. **Start date:** As soon as possible.
9. This post will be subject to a Basic DBS check and all staff are expected to undertake safeguarding training and be able to articulate how their role supports the safeguarding culture within CPAS.

You must have evidence of your right to work in the UK.

WHAT WE OFFER

- The opportunity to work for a mission-driven organisation.
- Competitive salary and benefits package.
- A supportive, collaborative work environment with opportunities for personal and professional growth.
- The post can be worked flexibly. There is an opportunity to request flexible working arrangements in line with the CPAS policy.

HOW TO APPLY

Please complete the Application Form and ensure you demonstrate how you meet the requirements of the person specification. Please also complete and return the Declaration of Suitability form. Please note we cannot shortlist your application unless you supply the additional information.

Applications should be sent by email to recruitment@cpas.org.uk.

APPLICATION CLOSING DATE

The deadline for applications is **9:00am on Tuesday 29 April**.

INTERVIEWS

Interviews are scheduled for **Thursday 8 May** at our offices in Coventry.

If you have any questions about the role or about CPAS, don't hesitate to get in touch via recruitment@cpas.org.uk

