About the Role

The role of Data Analysis and Monitoring Lead will oversee the collection, analysis, monitoring, and reporting of service data across our domestic abuse services. The postholder will play a key role in ensuring that accurate and meaningful data is used to demonstrate impact, improve service delivery, inform strategic planning, and meet contractual and funding requirements.

Working closely with operational teams, commissioners, funders, and senior leadership, you will transform complex data into actionable insights that support evidence-based decision-making and contribute to improved outcomes for survivors of domestic abuse.

This post sits within Staying Put's head office in Bradford and reports to the Director of Quality, Safeguarding and Partnerships.

Prime objectives of post

1. Ensure organisational and service data is accurate, consistent, secure and compliant.
2. Monitor performance against KPIs, contracts and funding requirements.
3. Analyse data to identify trends, needs, service pressures and improvement opportunities.
4. Produce clear reports, dashboards and actionable insights for leaders, funders and commissioners.
5. Measure and demonstrate service outcomes and impact for survivors.
6. Provide data related advice and support to managers and employees across the organisation.
7. Support evidence-based service planning, evaluation and funding applications.

Key Responsibilities

Data Collection and Quality Assurance

- Ensure data is recorded accurately, consistently, and in line with organisational policies and GDPR requirements.
- Support staff to improve data recording practices through guidance and training.
- Establish clear data collection frameworks and reporting standards.

Monitoring and Performance Reporting

- Produce regular performance reports for managers, trustees, commissioners, and funders.
- Monitor Key Performance Indicators (KPIs) across all services.
- Track demographics, risk levels, service uptake, outcomes, and waiting times.
- Analyse trends and identify emerging needs, service pressures, and areas for improvement.
- Support contract monitoring and performance review meetings.

Data Analysis and Insight

- Conduct quantitative and qualitative analysis to evaluate service effectiveness.
- Identify patterns, trends, and gaps in service provision.
- Produce dashboards and visual reports using business intelligence tools.
- Support impact measurement and social value reporting.

Outcomes and Evaluation

- Support service evaluations and research projects.
- Support the production of impact reports demonstrating organisational effectiveness and value.

- Assist with external audits, inspections, and quality assurance processes.

Funding and Partnership Reporting

- Prepare monitoring returns for grant funders and commissioners.
- Support bid writers and senior managers with evidence and statistical information for funding applications.
- Respond to data requests from stakeholders and strategic partners.
- Ensure compliance with contract and grant reporting requirements.

Information Governance

- Ensure compliance with data protection legislation and confidentiality requirements.
- Maintain secure handling and storage of sensitive information relating to domestic abuse survivors.

General Duties

1. To develop and maintain good working relationships with all relevant services for effective partnership working.
2. To maintain statistical data and information to contribute to the monitoring and evaluation of services.
3. To attend meetings and provide reports as required.
4. To participate in regular support, supervision, reviews and appraisal with line manager.
5. To ensure that the service complies with the legal framework that protects the safety of vulnerable adults and children, adhering to the Local Safeguarding Adult & Children's Board policies and procedures and the practical implications of this are understood.
6. Undertake any additional duties as agreed with the line manager to ensure the efficient operation of Staying Put.
7. Work within, support, and implement all policies and procedures of Staying Put.

The duties of this post may vary from time to time, without altering its overall nature.

This information is designed to help employees understand and appreciate their role within the organisation and across the partnership contract offer. The following points should be noted

1. Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings therefore have been used which assume that all the usually associated routines are included.
2. Employees should not refuse to undertake any work, which is not specified on this form.

Personnel Specification	
Knowledge and experience	**Essential**: • Proven experience and skills in data collection, analysis, monitoring and management. • Experience using databases, case management systems, or CRM platforms. • Experience of providing analysis to support operational and strategic planning. • Strong numerical and analytical skills • Advanced Microsoft Excel skills, including pivot tables, formulas, and data visualisation. • Experience of data cleaning, validation, and quality assurance. • Understanding of GDPR and information governance. • Ability to train and support non-technical colleagues to ensure accurate data recording. **Desirable**: • Experience working within the domestic abuse, violence against women and girls (VAWG), health, social care, or charity sector. • Experience using Power BI, or similar reporting software. • Experience using Microsoft Copilot or similar AI tools to assist data analysis. • Knowledge of domestic abuse legislation and policy. • Experience supporting service evaluation and outcomes measurement. • Understanding of trauma-informed services and survivor-centred approaches.
Skills	• Excellent analytical and problem-solving skills. • Strong attention to detail and accuracy. • Ability to work independently and manage competing priorities. • Strong organisational and project management skills. • Excellent written and verbal communication skills. • Ability to build positive working relationships with staff and stakeholders. • Ability to operate within a quality assurance framework, ensuring objectives and targets are met on time.
Personal attributes	• Ability to produce practical and creative solutions to issues and problems. • An understanding of the feminist perspective on how gender, social, economic, race, cultural, linguistic, religious and sexual orientation issues may impact on people's lives. • Ability to demonstrate a commitment to the principles of equal opportunity and diversity ensuring inclusivity across all aspects of service delivery. • Must have an empathic, non-judgmental, non-directive and anti-discriminatory approach. • Possess a high level of self-motivation with a 'can-do' attitude that can inspire others. • Ability to work to tight deadlines with multiple and competing priorities. • Flexibility/ability to adapt to use of new systems and ways of working and ability to work well independently and as part of a team. • Ability to handle sensitive personal and organisational data in line with GDPR requirements. • Committed to continuing personal/professional development and EDI. • Commitment to delivering quality services that take specific account of clients' needs. **Other**

	• Must undergo a DBS check with a successful outcome
Education / qualifications	Educated to degree level, or equivalent professional experience, in data analysis, statistics, social research, information management or a related field.
Our values are - Inclusivity, Integrity, Passion and Drive	

Terms and Conditions of Employment			
Job Title	**Data Analysis and Monitoring Lead**		
Salary	£33,949 FTE per annum		
Hours of Work	24 hours per week over 4 days Flexible working – see Flexible working policy		
Annual Leave	30 Days (pro rata for part-time employees.) The annual leave year runs from 1st April to 31st March.		
Birthday Leave	Day off for your birthday in addition to annual leave		
Bank Holidays	8 Statutory Bank Holidays (pro rata for part time employees)		
Pension	Staying Put offers an employer contribution of 3% to the company's stakeholder pension scheme with auto enrolment after 12 weeks, via Pension Salary Exchange. Employees contribute 5% after enrolment.		
Wellbeing	Staying Put regards the health and well-being of their staff as pivotal to creating a healthy workforce. Therefore, Staying Put provides an Employee Assistance Programme (EAP) to all staff and a healthcare plan with GP access and discounted gym memberships for all staff confirmed in post. Agile Working and Flexible Working policies are in place to assist with work life balance.		
Employee Benefits	An employee discount scheme and financial wellbeing benefit, with access to financial coaches, are in place for all employees.		
Death-in-service Benefit	2x annual salary		
Probationary Period	The post holder will need to satisfactorily complete a 4-month probationary period.		
Expenses & Car Usage	Expenses are reimbursed in line with the expenses policy. 55p per mile is paid to staff that use their own vehicles for journeys they have to take in the performance of their duties. Appropriate insurance must be in place.		
Sickness	**Years of service** Up to probationary period Post Probationary period	**Full pay** SSP Only 2 months	**Half pay** SSP only 2 months