



# Skills Builder

PARTNERSHIP



## Data & Solutions Analyst Briefing Pack



## Introduction from Tom Ravenscroft, Founder & CEO

Hello!

I am really excited to be seeking the newest additions to our outstanding team and want to thank you for your interest in the Skills Builder Partnership.

The Skills Builder Partnership has been growing now for a decade. Along the way, we've grown our work from a single classroom to a global approach linking up education, impact interventions and businesses, working with over 170,000 children and young people in the last year alone.

### Where it began

Teaching business studies to Year 10 pupils in Hackney more than a decade ago, I saw that there is something fundamental missing in education. I was worried that my students struggled to listen to one another and articulate their ideas. It didn't seem sustainable that I worried more about their coursework and deadlines than they did – or that the expectation was I would organise them. And what about creativity, or the ability to problem-solve?

This sense was what led me, eleven years ago, to work with a team of other teachers to set up the Skills Builder Partnership (previously called Enabling Enterprise). We knew that building students' knowledge and understanding of the world was essential. But we also felt that it was not enough.

### Where we are going

We are scaling a movement, the Skills Builder Partnership, which mobilises schools, employers and impact organisations behind a common mission to build essential skills for every student. The Partnership is gaining ever-more momentum, with the backing of organisations like the CBI, the Careers & Enterprise Company, the National Citizens Service and more than 100 other leading organisations.

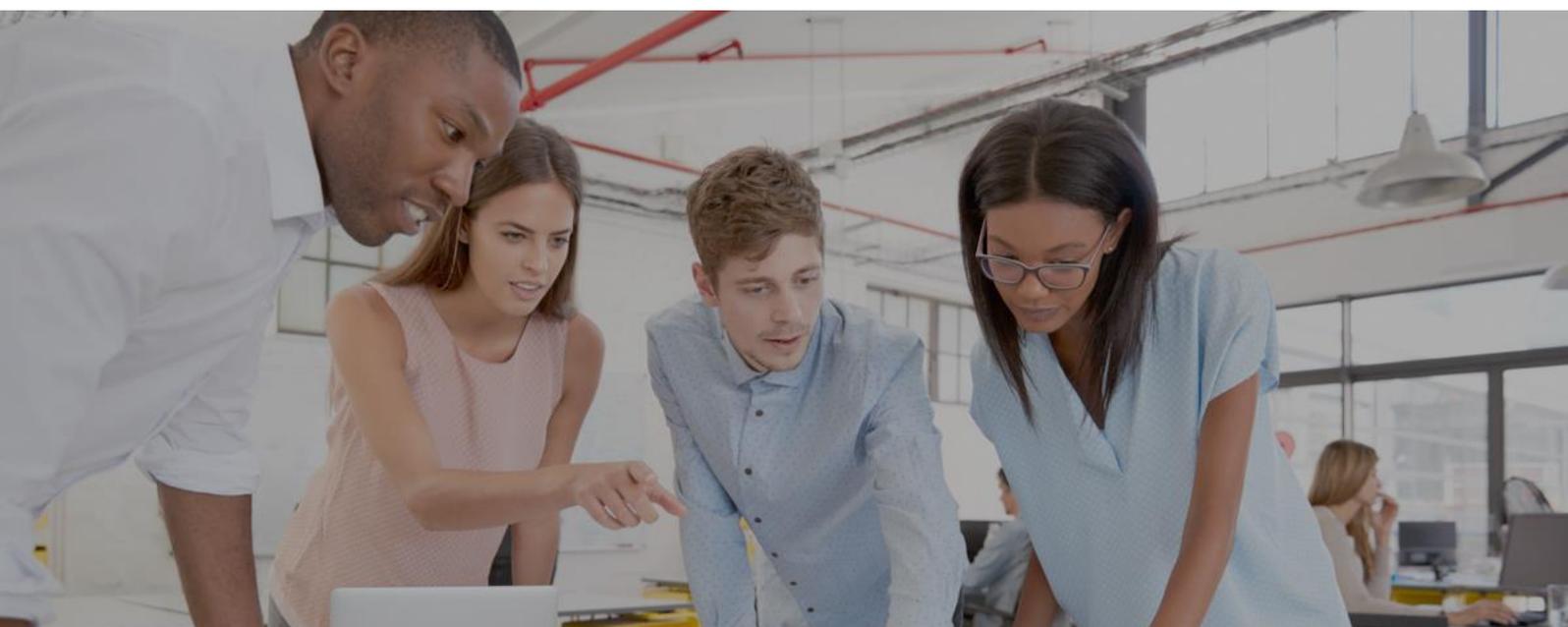
To achieve system change, individuals must have the opportunity to build essential skills in a cohesive and meaningful way no matter whether they are in education, participating in a social impact intervention or in employment. That's why in addition to working with schools and colleges, social impact organisations and employers partner with us to embed a common approach and language. Impact organisations like Harlequins Foundation and the National Literacy Trust partner to embed the Universal Framework into their programmes, while businesses like Network Rail and KPMG are giving employees the opportunity to build essential skills with our support.

### Who we are looking for

In this role, you will support the growth and impact of the partnership by answering our most important questions. You will be an inquisitive problem-solver, getting stuck in to master the detail, undertake robust analysis and build solutions.

This opportunity could suit a highly competent individual just starting out, or someone with a couple of years' experience, who wants to take ownership of their work and continue to stretch and learn in a supportive and fun environment.

Thanks again for your interest in this role.



## Data & Solutions Analyst

### London or remote-working across the UK

**Are you an ambitious problem solver, who wants to have a social impact by helping transform how the world builds essential skills?**

The Skills Builder Partnership is an award-winning social enterprise. Our mission is to ensure that one day, everyone builds the essential skills to succeed – beyond just a set of qualifications.

To deliver against our mission, we are looking for self-starters with a collaborative, entrepreneurial approach; comfortable solving problems and building solutions, and with a passion for social impact.

We are leading the Skills Builder Partnership, which includes over 450 schools and colleges, 130 skills-building organisations and 100 top employers including hospitals, airports and leading international companies.

Our approach is scaling rapidly as we work towards system change, with backing from sector leading organisations including the CBI and the Careers & Enterprise Company. More than 75% of secondary schools and colleges now have a touchpoint with the Skills Builder approach – and our reach is rapidly growing in other settings too.

You will be answering some of our most important questions, like “what is the impact of our programmes” and “how can we improve the user journey through this product?”

The person in this role will develop our technical systems and analyse data from various sources. In practice this will involve developing tools in our Salesforce environment, working with SQL databases, conducting analysis in Excel and Python, and figuring out how all these things fit together. You may not yet have all of these skills; we are looking for exceptional capability and an eagerness to put new skills into practice.

We are looking for individuals with real experience of solving problems and developing solutions. You may have worked on the analysis of complex datasets, or developed systems and tools that

enable a team to work more effectively. Most importantly, you will be excited by the prospect of developing these skills further in order to have a tangible impact on the efficacy of our team. The role will be an exciting platform to build a career as part of a team with a strong coaching and support ethos to develop new technical, professional and essential skills. You will benefit from training and the opportunity to gain qualifications should you want to.

If you want to benefit from working with an inspiring team, with huge potential for learning, growth and development, we want to hear from you.

### **What it's like working for Skills Builder – quotes from our Team Survey:**

I'm proud to work for Skills Builder, the impact we have and am privileged to be able to work with such brilliant colleagues.

It's always an absolute delight for me to work with just about any member of the team.

My line manager has been brilliant in making sure that our one-to-one sessions are mainly about me and my professional development. This has made me feel even more valued than I already feel as part of the company as a whole.

I'm excited about the new 3-year strategy and the opportunities this will bring to the organisation and to personal development.



## Key Responsibilities

### 1) Data

- Working with our various sources of data to answer questions and provide insight for the team.
- Producing statistical analyses and data visualisations in order to investigate strategic and operational hypotheses.
- Working with the operations team on research projects to understand and showcase our impact.

### (2) Systems

- Improving and developing automated processes by which data is retrieved, analysed, and made visible to the team and the users of our products.
- Supporting the maintenance and improvement of our core systems and automations, enabling teams across the organisation to work more effectively.

### (3) Solutions

- Identifying and solving problems across the team.
- Anticipating future challenges and developing proactive solutions to mitigate them.
- Responding to technical questions and resolving technical problems experienced by our team.

### (4) Product

- Analysis of user journeys and usage data from our digital products.
- Participating in existing and new product development.
- Improving the monitoring, management, and integration of our digital products.

## Technical Skills and Experience

- You have real experience solving problems with data or developing systems or products.

## Essential Skills



Building solutions and answering nuanced questions will require exceptional problem solving. You will analyse complex problems by using logical reasoning, creating and testing hypotheses and implementing strategic plans.



Seeing past the data and products to real-world impact will require creativity. You will develop ideas by asking yourself questions and considering different perspectives. You will innovate effectively when working in a group and by seeking out varied experiences and stimuli.



Understanding what our partners and team are trying to achieve is vital for this role. You will listen critically and use questioning to evaluate different perspectives.



This role requires the management of a full and varied workload, and you need to be someone who gets stuff done – on time, and to exacting standards. You will set goals, ordering and prioritising tasks as well as securing the right resources and involving others in the best way to achieve them. You will create plans that include clear targets to make progress tangible.



Working through complexity will invariably require positivity when faced with setbacks. You will look for opportunities in difficult situations, creating new plans to use these opportunities.



This role requires collaboration to achieve our strategic objectives. You will contribute to group decision making, whilst recognising the value of others' ideas.

## Benefits

**Salary:** £30,000 - £34,000 subject to review in 12 months

**Start Date:** Flexible but ideally July 2021

**Working hours:** Flexible but ideally 40 hours per week (although occasional early starts and evening work will be needed)

**Holidays:** 25 days per year, plus bank holidays and potential to buy up to 5 days extra

**Contract length:** Permanent

**Location:** London or remote (UK)

## How to apply

Applications should be made via our [online form](#) - on completion of the online application please also send your CV to [jobs@skillsbuilder.org](mailto:jobs@skillsbuilder.org). This round of applications ends at **9am on 24<sup>th</sup> May 2021** with interviews taking place on **weeks commencing 31<sup>st</sup> May and 7<sup>th</sup> June**.

Applicants are encouraged to explore our work at [www.skillsbuilder.org](http://www.skillsbuilder.org) before applying.



Skills Builder Partnership is a Top 100 Employer. We champion equal opportunities, and actively encourage applications from all qualified individuals.

Our recruitment process is designed to give you a sense of what this role as part of the Skills Builder team would be like. We follow best practice of blind-scoring applications and use the [Skills Builder Universal Framework](#) when assessing candidates' essential skills.

