



The Circle, 33 Rockingham Lane  
Sheffield  
S1 4FW

Tel: 0114 253 6703

[www.citizensadvicesheffield.org.uk](http://www.citizensadvicesheffield.org.uk)

## **Data Analyst** Ref: DA 04-24

**£28,644 per annum, pro rata plus 4% employer's pension contribution**

full and part-time hours will be considered

fixed term post until 30 September 2025 (extension subject to funding)

This is an exciting opportunity to join one of the country's largest Citizens Advice delivering advice and advocacy services to tens of thousands of people every year. We deliver services by phone, digitally and face to face, in multiple locations and to some of Sheffield's most vulnerable communities. We also work to influence local and national policy and are committed to increasing the opportunities for those who use or need our services to help shape what we deliver.

We are looking for an experienced Data Analyst to lead the collection, analysis, interpretation and presentation of a range of internal and external data in order to effectively tell the story of our impact, support our decision making, and inform service development and improvement.

Our work empowers people and changes lives - you'll spot opportunities to add substance and impactful numbers to our story, showing members of the public, partners, professionals and decision makers the difference we make. You'll also use a range of data sources to help us understand who we aren't reaching or where changes to our approach could make us more effective.

You'll be a skilled communicator and collaborator with a passion for both numbers and social justice. You'll have experience of analysing and interpreting data and of sharing the results in both written and visual formats. Our ideal candidate will have strong IT and digital skills, be self-motivated and organised and able to work effectively with a wide range of people.

We can offer you a supportive culture within a charity setting committed to social justice. We offer an attractive remuneration package with good terms and conditions of employment including: 35 hour working week; 25 days annual leave (excluding bank holidays), Pension scheme, Hybrid Working, enhanced maternity and paternity policies and Health Plan with integrated employee assistance programme.

For an application pack please go to: [www.citizensadvicesheffield.org.uk](http://www.citizensadvicesheffield.org.uk) - **(we do not accept CV's)**.

Or email: [applications@citizensadvicesheffield.org.uk](mailto:applications@citizensadvicesheffield.org.uk) quoting ref: DA 04-24.

The closing date for completed applications is: **9:00am, Wednesday 8 May 2024** .

Interview date: **15 May 2024**



Citizens Advice Sheffield is the operating name of Sheffield Citizens Advice and Law Centre Ltd

Registered Office: The Circle, 33 Rockingham Lane, Sheffield S1 4FW

Company registration: 08616847

Charity registration: 1153277

Authorised and regulated by the Financial Conduct Authority: FRN 617731

Regulated by the Office of the Immigration Services Commissioner: N201300063

VAT number: 169 9524 53 Information Commissioner's Office registration: ZA019728