



## Data Analyst (maternity cover) information pack

**Hours:** Full-time, 37.5 hours/week (beginning 1 July for a period of up to 13 months)

The thrive team is working from home due to Covid-19 restrictions. While our thrive office is located in Belfast, we are open to discussions about a partially or fully remote role.

**Reporting to:** Client Relationships Director

**Salary:** £22,500/year

### Overview

We are Thrive Audience Development and we've been around since 2004 working with arts, heritage and cultural organisations across Northern Ireland to build relationship with their audiences, visitors, and the public.

We are a team of six based in the Crescent Arts Centre in Belfast. We work hard, and are passionate about driving audience led change throughout the cultural sector. No two days in thrive are the same and that diversity of what we do and who we do it with makes for an energetic and stimulating workplace. We believe in the fact that a great team is more than the sum of its parts. So in this data analyst role you will have the chance to get a full picture of what we all do and how we make a difference to our clients. It's not just about the numbers – its about using the numbers to effect change in relationships.

And the culture of the organisation is as important to us as the work we do. New ideas, open communication and a dedication to personal and professional development are values that we hold dear. We want to learn, improve, change and most importantly, have an impact.

We offer flexible working, a company pension scheme, 25 days of annual leave and 11 statutory days. Plus you get an extra day of annual leave for every year you work in thrive and a day off each year to celebrate your birthday.

This role is for you if:

- You are a whizz at **analysing quantitative data** (and Excel is your best friend)
- You are well-versed in **quantitative and qualitative research methodologies**, and can easily recommend the best time and place to use them
- You have a natural **curiosity** for uncovering the story behind the data
- You want a better **work-life balance**, with the freedom to work remotely

- You want to **use data to have a positive impact on society**, instead of fuelling a large corporation's bottom line
- You enjoy being part of a small and busy team

Your line manager will be the Client Relationships Director but you will work across project teams, some of which you may lead and in other instances you will report to another team member.

Find out more about thrive



[wewillthrive.co.uk](http://wewillthrive.co.uk)



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# Job description

We need you to:

- Be comfortable with all aspects of quantitative surveys. This includes understanding a client's needs and proposing an appropriate research methodology, including recommended sample sizes, incentives, and means of gathering data. You will write surveys and help clients to troubleshoot field issues as they occur. When surveys are closed, you will analyse the data in total and compare different groups of respondents, sense-check the results, and interpret the data.
- Present data findings to internal and external clients with varying levels of research experience. If you can explain survey results to a 10-year old and not bore them to tears - we want you.
- Analyse large quantitative datasets and uncover the story behind the data. What does the data say about consumer behaviour, and what does this mean for our clients?
- Work well with others – most projects are a team effort, and you will work with our Client Relationship Executive and Communications Executive on a daily basis, with some oversight from the Client Relationships Director and CEO. You must be a team player.
- Keep up-to-date with new trends and studies on cultural research and share these both internally and externally.
- Observe the 'Code of Conduct' of the Market Research Society and 'Qualitative Recruitment Best Practice' as outlined by the Association of Qualitative Research (ref. [www.mrs.org.uk](http://www.mrs.org.uk) and [www.aqr.org.uk](http://www.aqr.org.uk)) at all times. Always abide by the principles of the Data Protection Act and GDPR.

Please note: this job description reflects the current situation. It does not rule out change or development that might be required in the future. In the past, this person in this role has done everything from writing blogs, to creatively using SurveyMonkey as a panel management platform, and creating a BuzzFeed quiz for Culture Night (<http://bit.ly/CultureQuiz>).

## Person specification

This section outlines the experience, knowledge, skills and attributes we require for this role. We will use these criteria to shortlist applicants for interview. We appreciate not all applicants may fulfil the desirable criteria and we will take this into account at the shortlisting stage.

### Essential criteria

- **At least 1 year experience with surveys** – you can write clear surveys based on client needs, recommend appropriate sampling methodologies (including sample sizes, incentives, and means of gathering data), analyse and interpret survey results, and present findings to a range of audiences from the research experts to research novices.
- **At least 1 year experience of using software to analyse quantitative datasets and extract insights.** This can include different software programmes to analyse the data, such as Excel, SPSS, Access, or data visualisation software such as Tableau/Power BI.
- Experience of **managing research fieldwork** either directly or through a third party
- Demonstrable experience of **using data to solve problems**, either internally within your organisation or externally for clients
- **Excellent communication skills** – you can write research reports, design presentations, and bring the data to life by talking people through your insights
- Excellent numeracy skills and attention to detail
- Ability to work to deadlines in a fast-paced environment
- Proficiency in Microsoft Office (including Word, Excel, and Powerpoint)

### Desirable criteria

- Experience with qualitative research methodologies (e.g., running focus groups, conducting one-to-one interviews, doing observational research, etc.)
- Experience of programming surveys using SurveyMonkey or other survey platforms
- Experience of using a data visualisation platform such as Tableau or Power BI
- Experience of using SPSS
- Demonstrable awareness of the value of arts, culture and heritage and a proactive interest in how these sectors contribute to wider society
- A relevant degree, postgraduate or professional qualification (e.g., an undergraduate degree in business marketing/statistics, a graduate degree in business or data analytics, MRS Certificate in Market Research, etc.)