

As an independent charity, the Naval Families Federation (NFF) provides support and guidance on matters affecting the daily lives of Naval service families, acting as an advocate when appropriate to resolve complex issues. As subject matter experts we continue to contribute to academic research and implementation of The Armed Forces Covenant, providing evidence and championing Naval families to shape change and influence policy.

Details

Location: Portsmouth, Hampshire with some homeworking by arrangement.
Working pattern: 20 hours per week. Mon - Thurs 0930 - 1430
Reporting to: Director of Operations.
Salary: £24,950 per annum (£13,861.11 pro rata)
Other benefits: Permanent role, generous leave allowance, free onsite secure parking, flexible family friendly conditions.

Purpose:

The Data and Impact Officer role is key to the core business of Naval Families Federation as an evidence-based Charity. Primary tasks include collating relevant information, data input, impact monitoring and the creation of reports from our Icaris database (training will be provided).

Take ownership of information management processes, including Microsoft 365 applications (Teams) to promote efficiency and accuracy and to share best practice with NFF team members.

With an inquisitive approach, demonstrate the impact our Charity makes in order to shape policy, inform research, and maximise engagement.

Responsibilities:

- Ensuring that all data input, from colleagues, is accurate and completed in a timely manner, adhering to monthly and quarterly deadlines.
- Enforcing processes and sharing best practice to maximise the functionality of the NFF database.
- Analysing data and presenting findings; adding creative flair to produce attractive reports.
- Contributing to the NFF's impact measurement by collecting and reporting data as required by the CEO.
- Producing bespoke reports and statistics to demonstrate Key Performance Indicators.
- Ensuring that personal data and organisational information is kept secure, through appropriate office security measures which comply with MOD regulations.
- Act as the Data Protection Officer.

Knowledge, skills and experience:

Essential	A keen interest and clear understanding of the impact of a military lifestyle on families
	Experienced in contributing to a team to share knowledge and information in both formal and informal settings
	Understanding of the principles of Data Protection and GDPR
	Competent in data input, reporting and interpretation
	Recent experience of using collaborative working platforms including Microsoft 365 applications
	Ability to create and present relevant and current reports
	Proven ability to adapt written, oral and visual communications styles
	Organised, with a solution focussed approach to tasks
	Proven ability to prioritise tasks and monitor progress to meet deadlines
	Own transport and a current UK driving licence. This must include the provision of suitable insurance for business travel.

Desirable	Demonstrate strong people skills including active listening
	Educated to A level standard
	A clear understanding of the importance of impact monitoring
	Sound judgement, some of the information you will be required to process is of a sensitive and confidential nature
	Previous experience in the Charity sector.

Context and additional information:

Please contact NFF Director of Operations, Nicola Thompson by email (Nicola.Thompson@nff.org.uk) for further details regarding this role or to provide clarification, as required, regarding the following pertinent information:

- We rely on homeworkers to supply electricity and use of broadband for purposes of working effectively from home. You may be able to claim working from home tax relief from HMRC in support of these small costs incurred. Full details are available on the gov.uk website.
- NFF can supply a laptop and agreed home office equipment for work purposes only, to enable flexible working, we assume you have a suitable home working environment.
- Expenses incurred whilst fulfilling the duties of this role will be paid in accordance with NFF policy.
- You may be required to attend events to engage Naval families (overtime is not paid, however TOIL is given).
- Willingness to successfully complete appropriate job-related training.
- Have, or be willing to undertake and pass, MOD security checks.

To arrange a call to talk through this exciting role in more detail, please email Nicola.Thompson@nff.org.uk to arrange a time and date.