

**TREE AID**

**DATA ANALYST: SOCIO ECONOMIC**

**JOB DESCRIPTION**

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| **Job Title:** | Data Analyst: Socio-Economic |
| **Salary:** | £28,980 |
| **Department:** | Programmes |
| **Location:** | Bristol; UK  Tree Aid has a remote working policy which requires all staff to be in the Bristol office a minimum of one day per week. |
| **Contract Type:** | Full Time |
| **Reports to:** | Monitoring, Evaluation & Learning (MEL) Advisor |
| **Tree Aid:** | TREE AID is an international development organisation - founded in 1987 - that helps villagers living in the drylands of Africa unlock the potential of trees to reduce poverty and protect the environment. It currently has operations in 6 countries: Burkina Faso, Ethiopia, Ghana, Mali, Niger and Senegal with a turnover of £10m. |
| **Job Purpose:** | The Data Analyst (Socio-Economic) is a new position that will work within the Programmes Team to support the process of collecting, analysing, managing and storing data.    The position will play a key role in the implementation of a new digital Information Management System (IMS) for the organisation’s monitoring and evaluation data. The system is in place and is in the process of being refined by a consultant. The new post-holder will have a handover with the consultant in order to take on the management of the IMS.  The role includes data management and analysis of all socio-economic indicators across all projects. This will be done in partnership with internal and external stakeholders. |
| **Responsibilities:** | **Key:**   * Data management: data checking, updating and storage of collected data.   Data processing of information from (i) individuals, (ii) households, (iii) enterprise groups and (iv) areas of land benefiting from restoration activities.   * Working with external developers to develop data collection tools, aggregation, analysis and visualisation   for project indicators and organisational Key Performance Indicators (KPIs).   * Lead on the analysing of socio-economic data across the organisation using a variety of software and approaches. * Develop online dashboards to support Programme Management.     **Additional:**   * Digital Survey Creation: Using software solutions to create digital surveys to be administered via phone/tablet by field staff. * Work together with the other members of the Monitoring and Evaluation Team on improving technical support of all Tree Aid programmes. |



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|  |  Any reasonable duty may be assigned that is consistent with the job and its level of responsibility. |
| **Key Relationships:** | **Internal**   * Monitoring, Evaluation and Learning Advisor * Technical Advisors * Monitoring and Evaluation staff (Africa) * Programme team     **External**   * Programme Partners * Software / platform developers |
| **Qualifications/Knowledge and Experience** | **Essential**   * Ability to learn how to use new data management software quickly * Experience with R, Python and SQL programming languages and GIS software applications. * Experience of developing and managing databases. * Working with and analysing complex data sets. Skills and knowledge of MS Excel. * Experience of creating digital survey forms in open-source software for collecting data and using logical functions to limit or control questions and answers. * Commitment to the vision and values of Tree Aid. * Enthusiastic and positive attitude; flexible and adaptable. * Ability to use own initiative, to self-manage responsibilities, and deliver tasks in a timely manner. * Excellent MS Office including MS Word, and MS PowerPoint. * Excellent written and verbal communication skills (English).     **Desirable**   * Experience with data modelling and pipeline tools like dbt and Airbyte * Experience with ONA tools such as OnaData and Akuko * Experience with Open Data Kit (ODK) * Experience with Power BI / Tableaux * Experience with Remote sensing (data analysis), and GIS software applications. * Data analysing systems like: SPSS, SAS, STATA * Working knowledge of French * Related work experience |
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Any candidate offered a job with Tree Aid will be expected to sign Tree Aid’s Safeguarding Policies and Code of Conduct as an appendix to their contract of employment and agree to conduct themselves in accordance with the provisions of these documents.

Specific roles may require police/DBS/garda vetting.

Tree Aid strives to be an Equal Opportunities Employer.