



TREE AID
DATA ANALYST: SOCIO ECONOMIC
JOB DESCRIPTION

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:	<p>The Data Analyst (Socio-Economic) role is a new position that will work within the Programmes Team to support the process of collecting, analysing, managing and storing data. They will work alongside the recently advertised position of Data Analyst (Geo Spatial).</p> <p>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.</p> <p>The role includes data management and analysis of socio-economic indicators across projects. This will be done in partnership with internal and external stakeholders.</p>

<p>Responsibilities:</p>	<p>Key:</p> <ul style="list-style-type: none"> • Cleaning, updating and storage of internally collected data. • Working with colleagues and external developers to aggregate, analyse and visualise socio-economic data for project indicators and organisational Key Performance Indicators (KPIs). • Data processing of information from (i) individuals, (ii) households, (iii) enterprise groups and (iv) areas of land benefiting from restoration activities. • Participate in digital survey creation. Using software (such as ODK) to create digital surveys to be administered via phone/tablet by field staff. • Maintain online dashboards (AKUKO) to support Programme Management. <p>Additional:</p> <ul style="list-style-type: none"> • Work together with the other members of the Monitoring and Evaluation Team on improving technical support of all Tree Aid programmes. • Any reasonable duty may be assigned that is consistent with the job and its level of responsibility.
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<p>Key Relationships:</p>	<p>Internal</p> <ul style="list-style-type: none"> • Monitoring, Evaluation and Learning Advisor • Data Analyst: Geo-Spatial • Technical Advisors • Monitoring and Evaluation staff (Africa) • Programme team <p>External</p> <ul style="list-style-type: none"> • Programme Partners • Software / platform developers
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<p>Qualifications/Knowledge and Experience</p>	<p>Essential</p> <ul style="list-style-type: none"> • Working with and analysing complex data sets. • Strong skills and knowledge of MS Excel. • Experience with “R” programming language. • Experience of working with databases. • Experience of creating digital survey forms in open-source software (such as Open Data Kit; ODK) for collecting data. Using logical functions to limit or control questions and answers. • Attention to detail. • MS Office including MS Word and MS PowerPoint. • Excellent written and verbal communication skills (English). • 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. <p>Desirable</p> <ul style="list-style-type: none"> • Python and SQL programming languages. • Experience with data modelling and pipeline tools like dbt, Airbyte, and Google Sheets. • Experience with Power BI / Tableaux. • 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.