

Job Description

Job Title	Data & Systems Analyst
Workplace	Church House, Full Street, Derby DE1 3DR
Hours	28-35 hours (0.8 to 1FTE) Contract duration dependent on FTE: • 2 years 5 months for 1FTE • 2 years 8 months for 0.9FTE • 3 years for 0.8FTE
Salary	£45,500 FTE (pro rata for part-time)
Accountable to (Line Manager)	Director of Strategy & Engagement
Accountable for (Direct Reports)	N/A

Job Purpose	The Data & Systems Analyst will help the Parish Support Team make better decisions, improve services, and reduce complexity through better use of data, systems, and insight. Working across departments, the postholder will develop a deep understanding of how information, processes, and services currently operate, identifying opportunities to improve efficiency, strengthen decision-making, and enhance the experience of colleagues, clergy, volunteers, and other users. They will translate organisational needs into practical solutions, combining data analysis, process improvement, service design, and digital tools to deliver meaningful change. This person will act as the organisation's lead specialist to improve data quality, integration, reporting, and governance, ensuring information is accurate, accessible, and used effectively across the organisation. They will also support the design and implementation of systems, workflows, and automations that save time, reduce duplication, and enable colleagues to focus on higher-value activities. By helping the organisation better understand its churches, communities, and activities, and by improving the systems and processes that support them, the Data & Systems Analyst will contribute to the effective stewardship of resources and flourishing of the Church of England ecosystem throughout Derbyshire.
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Key Responsibilities

Data Strategy, Governance, and Information Management

- Lead the development of practical approaches to data governance, information management, and data quality across the Parish Support Team and the diocese.
- Implement recommendations arising from audits, reviews, and assessments relating to data protection, cybersecurity, and information governance.
- Promote a culture of effective data stewardship, helping colleagues understand their responsibilities and improve confidence in managing information.

Data Architecture, Systems, and Integration

- Support the development of a connected organisational data ecosystem, reducing reliance on disconnected spreadsheets and duplicated processes.
- Help design and maintain effective relationships between organisational systems, ensuring information can be shared, accessed, and used efficiently.
- Work with colleagues, suppliers, and system owners to improve the functionality, integration, and governance of key platforms and databases.
- Identify opportunities to automate processes, improve data flows, and reduce manual administration through effective use of technology.

Reporting, Analysis, and Business Intelligence

- Develop dashboards, reports, and analytical tools that support evidence-informed decision-making across the organisation.
- Analyse data from multiple sources to identify trends, opportunities, risks, and areas for improvement.
- Support the development of organisational performance measures and reporting frameworks that help evaluate impact and inform priorities.

Business Analysis and Organisational Improvement

- Lead business analysis activity across projects, service improvements, and organisational change initiatives.
- Work with colleagues to understand needs, gather requirements, review processes, and identify practical solutions to organisational challenges.
- Produce clear documentation including process maps, requirements, options appraisals, recommendations, and implementation plans.
- Support the successful design, implementation, adoption, and evaluation of new systems, tools, and ways of working.

Insight, Research, and Decision Support

- Develop approaches for gathering, combining, and analysing intelligence from multiple sources to improve organisational understanding and decision-making.
- Help create a single organisational view of parish needs, opportunities, challenges, and emerging trends.
- Use stakeholder engagement, research, and user-centred techniques to test assumptions, fill gaps in knowledge, and improve services.
- Act as a trusted adviser to colleagues and senior leaders, helping ensure decisions are informed by evidence, insight, and a clear understanding of organisational needs.

Safeguarding responsibilities:

- Comply with the Church of England's Safeguarding Code of Practice, House of Bishops safeguarding policies and practice guidance, and all Diocese of Derby safeguarding policies and procedures. Safeguarding is everyone's responsibility, and

the postholder must undertake the safeguarding training required for their role and report any safeguarding concerns promptly in accordance with diocesan procedures.

- This post is not subject to a Disclosure and Barring Service (DBS) check as part of the Diocese's commitment to safer recruitment and safeguarding.
- Maintain the standards of behaviour and conduct required for a position of trust and must promptly inform their line manager of any matter that may affect their suitability to undertake the role.

Main priorities for the first 12 months

In the first 12 months, the successful candidate will play a critical role in helping the Parish Support Team become a more data-informed, connected, and efficient organisation:

- Lead implementation of recommendations arising from the Data Protection and Cybersecurity Audit, strengthening data governance, information management, retention, and compliance practices.
- Improve the organisation's contact management system, establishing clearer governance, improving data quality, and strengthening integration with other systems and processes.
- Develop dashboards and reporting that unlock the value of data collected through a new digital tool designed to help churches plan local activity and community impact.
- Help design and implement a connected organisational data ecosystem using Microsoft technologies, reducing reliance on disconnected spreadsheets and manual processes.
- Develop new approaches for gathering, combining, and analysing insight from parishes, churches, clergy, volunteers, and communities to inform decision-making and target support more effectively.

Person Specification

Criteria	Essential	Desirable
Knowledge	• Understanding of data governance, data quality, and data protection principles (especially GDPR). • Understanding of how data flows across systems and how different tools/platforms interact. • Awareness of approaches to process improvement, business analysis, and service design. • Understanding of how user insight (e.g. feedback, surveys, conversations) can inform service improvement.	• Knowledge of relational database concepts and data modelling. • Awareness of Microsoft Power Platform tools (Power BI, Power Automate, Power Apps, Dataverse). • Awareness of artificial intelligence tools (e.g. Microsoft 365 Copilot) and their potential application within data analysis, automation, reporting, and organisational processes.
Experience	• Experience in data analysis, systems analysis, business analysis, or a related role. • Experience of integrating data, improving systems, and	• Experience of using Microsoft Power Platform tools to analyse data, automate processes, build applications, or improve reporting.

	streamlining organisational processes. • Experience of gathering, analysing, and applying insight to inform decision-making and service improvement. • Experience of presenting findings, recommendations, or analytical outputs to a range of audiences. • Experience of acting as a subject matter expert, providing advice and support on data, systems, reporting, or organisational improvement.	• Experience of integrating systems and data through APIs, automation tools, workflows, or other integration methods. • Experience of designing or running structured research activities (e.g. panels or feedback programmes). • Experience of working in a not-for-profit, public sector, or similarly complex stakeholder environment.
Qualifications	• Evidence of relevant professional experience or learning in a related field to the role.	• Degree or equivalent qualification in Business Analysis, Data Science, Information Systems, Computer Science, or a related field.
Skills	• Strong analytical and problem-solving skills. • Advanced Microsoft Excel and data analysis skills. • Ability to understand and improve processes, systems, data flows, and user journeys. • Ability to translate complex information into clear, actionable insight. • Strong communication, collaboration, and stakeholder management skills. • Strong organisational skills, attention to detail, and ability to manage competing priorities.	• Knowledge of SQL for database querying or Python for data analysis and automation.
Other	• Able to work from the office in Derby two days per week on average. • Able and willing to travel to other locations in Derbyshire when necessary. • Able to work in sympathy with the values, ethos, and mission of the Anglican faith.	

Right to Vary Job Description

This Job Description may be reviewed and is subject to variance. If any amendments constitute a material change in the level of your responsibilities or the skills and competencies required, the salary level will be re-evaluated. You will be consulted with on any contractual changes.

- In order for you to fulfil the requirements of the post you may be required to undertake training leading to recognised qualifications from time to time.
- You may be required to undertake other tasks that are assigned to you that the DBF might reasonably expect to be within your competence and grade.

Disability Confident Employer



The Diocesan Board of Finance is a disability confident committed employer. If you have a disability and require adjustments to do this role, please let us know. We are committed to offering an interview to disabled people who meet the minimum criteria, and to supporting existing employees who have a disability