

# Data Management Support

## Role Description / Brief

### Overview

Focus:	Data processing and management support
Budget / Fee:	£3000
Timescale:	Approximately 1.5 - 2 days a month between October 2025 and March 2026, work pattern to be agreed with the successful applicant
Deadline:	<b>Monday 15<sup>th</sup> September at 5.00pm</b>

We're looking for a skilled and motivated individual to support A New Direction to manage, process and analyse data we collect about our work. We'd love to hear from you if you have experience of working with quantitative data to support organisational insights.

### About A New Direction

A New Direction is an award-winning charity generating opportunities for children and young people to develop their creativity.

We do this by working with a diverse range of partners, making connections, sharing practice, influencing change, improving the ecology that surrounds children and young people, and providing real and transformative opportunities - from childhood through school years and into employment.

Our values are:

- Equity
- Connectivity
- Trust and Respect
- Creative Culture
- Kindness

Our values are the DNA of our organisation. They run through everything we do – determining our activity, guiding the way we work and behave, and influencing decision-making at every level.

Find out more about [what we do and our impact](#).

### About our Impact and Insights work

A New Direction is committed to learning about and from our work and the context in which our work takes place. Our central Impact and Insights work supports reflective processes, evaluation and monitoring across our organisation as well as research we undertake. Information captured is used to inform future projects, planning and to report to our board, investors and stakeholders.

## About the Role:

We're seeking a freelance data support professional to help manage, clean, and analyse monitoring data from our programmes. A New Direction currently holds data including event information, attendance records and registers, and information about individuals who are part of our programmes, for example, job title, organisation and demographic information where available and appropriate. You'll work closely with the Senior Impact and Insight Manager to ensure quantitative data relating to our programme delivery, especially attendance records, are accurate, meaningful, and ready for reporting to stakeholders. Expected time commitment is 1.5 - 2 days/month between October 2025 and March 2026.

At A New Direction, we are reviewing the systems we use to hold information and developing how we use Salesforce, our Customer Relationship Management (CRM) system. This role will support data management in the context of this transition, specifically as we move some events and attendance information to Salesforce from other platforms. It will include supporting data inputting (uploading new attendance information, as well as some recent historic information, to Salesforce), ensuring consistency in Salesforce records and attendance information, and compiling and cleaning data sets using information currently stored in different platforms (for example, Monday.com).

The role will also support quarterly and annual reporting to Arts Council England, including preparing information to be uploaded to the Arts Council England data platform, Illuminate. This will involve processing exported data sets (from Monday.com, which we use for project management, or Salesforce) to fit a pre-defined reporting template; and answering set questions drawing on our records, for example, the number of schools that have been involved with our work over the period.

If capacity allows the postholder will support the team to draw wider insights from participation data using Excel, for example, calculating the number of unique attendees from attendance data across programmes or attendance breakdowns by age-group or event type. We anticipate the postholder will offer around 1.5 days a month between September to March with the distribution of and workplan for these days to be agreed with the successful applicant.

## Budget / Fee

£3,000 (approx. £300 per day for the anticipated 10 days of work over the contract).

## Who we are looking for

We are looking for individuals/organisations with the following skills, experience and approach:

- Experience of working with quantitative data sets
- Experience of processing data to enable information to be presented in defined formats
- Experience of using Excel for data processing and analysis.
- Experience handling data in line with UK GDPR guidelines.
- Experience of analysing quantitative data and sharing insights in answer to specific questions
- Experience of working with Salesforce and Monday.com is desirable.

- A commitment to A New Direction's values and upholding these through your work
- Eligible to work in the UK and registered to pay their own taxes (for individuals)

## How to apply

To express your interest in working with us to support Data Management, please send an expression of interest by email to [crm@anewdirection.org.uk](mailto:crm@anewdirection.org.uk). Your expression of interest can be in a format of your choice, for example a word document, video or audio. It should be the equivalent of no more than three sides of A4 and outline why you are interested in the role and how your skills and experience match those required.

Application Deadline: **Monday 15th September at 5.00pm**

## Selection Process:

Applications will be reviewed following the deadline and one or more applicants will be invited to attend an informal interview to meet some of the team they'll be working with. We anticipate this will be in the week of 22 September and arranged to fit with the applicant's availability.

## Access

It is important to us that there are no barriers to anyone applying for opportunities at A New Direction. Please let us know if you have any access requirements by contacting [info@anewdirection.org.uk](mailto:info@anewdirection.org.uk).

If there is any additional support, we could offer to enable you to participate in either the selection process or potentially working with the A New Direction, please include this in your application.

## Questions or Further Information

If you have questions about this role or need support with the application process, please email [corinne.bass@anewdirection.org.uk](mailto:corinne.bass@anewdirection.org.uk) to arrange a time.