

Job Description and Person Specification

Job Title	Head of Bucks Data Exchange
Purpose	To lead the `Bucks Data Exchange` project, and associated communications, partnership work, and local insight in Buckinghamshire.
Responsible to	Chief Executive – Heart of Bucks
Salary	[SM3] £34,870-£38,245 p.a., <i>pro rata</i>
Job Type	Part-Time 2.5 days (18.5 hours per week)
Location	Aylesbury, Buckinghamshire but hybrid working available
Contract	Fixed Term to February 2026

Responsibility Level [Guide]	Work with minimal supervision, budgetary influence, organisational development, people management, decision-maker, influencer and external representative. Project span typically 6-12 months. Very regular and significant influence over budgets/financials up to £250k
People Management	Line management responsibility for the <i>Policy & Insight Manager</i> [1]
Lead Partners	Rothschild Foundation (lead funder), Heart of Bucks (employer), Leap, Buckinghamshire Council
Other Partners	Office of the Police and Crime Commissioner, Bucks Local Enterprise Partnership

Summary of Main Duties

- Ensure the effective operation and project management of the [Bucks Data Exchange](#) (BDEX) platform and wider BDEX partnership.
- Provide timely and accurate management information to enable proper scrutiny of the BDEX project by the Steering Group.
- With the Steering Group, set the strategic direction of the BDEX project.
- Develop and coordinate a programme of events, supporting the BDEX project.
- Co-ordinate and lead the Steering Group and Project Group meetings.
- Work closely with the lead partners to ensure the BDEX platform provides a useful tool to the local Voluntary, Community, and Social Enterprise (VCSE) sector in Buckinghamshire.
- Oversee and scrutinise the work of the Policy & Insight Manager.

Specific Responsibilities

Growing the partnership (25%)

- Facilitate and lead Steering Group and Project Group meetings.



- Engage with and learn from, Bucks VCSE sector employees, trustees, and volunteers regarding their data needs, and steer the BDEX project accordingly.
- Create a movement of Bucks-based data advocates (a 'community of practice'), encouraging cooperation and knowledge sharing between local professionals.
- Join county-wide networks and partnerships to champion and advocate for the value of data and the BDEX.

Coordinate and Communicate (25% of role)

- Lead the promotion and advocacy of the BDEX as the home of local data and VCSE insight.
- Work alongside data and insight colleagues in partner and stakeholder organisations, to present key learnings from the BDEX projects and associated work.
- Present progress and learning updates to the VCSE Partnership Board, Bucks Strategic Funders Group, and other forums as appropriate.
- Liaise with marketing and communications colleagues within the Steering Group, who will be co-ordinating our effective BDEX social media and other communications.

Develop (25%)

- Develop and coordinate themed events that support and promote the use of data in the Bucks VCSE sector.
- Work with the Project Group to review feedback, research, and website user data to inform development of BDEX platform and offer.
- Support the development of, and contribute effectively to, collective data literacy in the Bucks VCSE sector, signposting or offering training for data advocates as appropriate.
- Inform funding bodies of local needs emerging from new evidence – *in particular the Heart of Bucks and Rothschild Foundation wider funding programmes.*

Maintain (15%)

- Day-to-day management of the website, including creation of blog posts, management of website contributors, and edits to datasets.
- Manage the project email inbox.
- Work with data specialists to co-ordinate the annual data refresh process.
- Liaise with external web developer as appropriate to ensure timely updates to the site.
- Stay up to date with significant data releases (e.g. ONS, large charities, central government) to scope (and action) their suitability for inclusion on the BDEX.
- Support BDEX partners in making informed contributions to policy discussions on key issues – *this will include regular meetings with data colleagues at the Rothschild Foundation who are the lead funder of this role.*
- Plan data-themed content from existing and new contributors.

Team Support and Line Management (10%)

- Provide leadership and line management to the Policy & Insight Manager, including helping to shape their work programme.
- As a member of the HoB Senior Management Team, contribute to/participate in (as needed):
 - Risk management
 - Business planning
 - HoB Events

Qualifications, Experience and Skills & Experience

**Denotes critical to success in the role.*

	<u>Essential/ Desirable</u>	To be tested by (A= application, I = Interview, T=Test)
<u>The qualifications that will help you:</u>		
There are no specific qualifications required	-	-
<u>It is likely you will already have experience of:</u>		
Managing or supervising people or teams	D	A, I
Stakeholder engagement and working in partnership	E*	A, I
Using or analysing numeric information	E	A, I, T
Managing how information is communicated to a variety of different audiences	E*	A, I
Working in an externally facing role	D	A, I
Managing multiple concurrent projects	D	A, I
Advocacy for the charity sector	D	A, I
<u>The skills you will need:</u>		
Project/task management (well-organised)	E*	A, I
Digital skills (eg MS Office, WordPress, online meetings)	E*	A, I, T
Giving presentations confidently and effectively	D	A, I
Chairing, and effectively participating in meetings and networking events	E	A, I
Able to distil complex data into clearly understood and impactful communications	E	A, I

Our ideal candidate would be described as...

- A strong team player with a collaborative mindset.
- Happy to lead and shape a programme of work.
- An excellent communicator, able to work with people across a range of backgrounds.
- Having a willingness to be "hands-on" when required.
- Calm, highly organised, and with a professional attitude to their work.
- Self-motivated, flexible, and responds positively to opportunities.

You definitely don't need to be a data expert to be successful in this role. But it's likely you will have an interest in how numbers can help explain complex social problems, spot trends or identify possible solutions.

It is desirable that you have a full driving licence with access to a car, or are otherwise able to travel independently when required, to carry out this role fully.

Application process

Please e-mail your CV (maximum 2 sides A4) and a covering letter (maximum 1 side A4) to henry@heartofbucks.org outlining why you think you are suited to the position and explaining how you fulfil each element of the person specification with reference to your experience, skill, and knowledge gained in employment, voluntary work, studying, or a personal setting.

Heart of Bucks is a Disability Confident Employer, committed to equality of opportunity and celebration of diversity. We are signatories to the Mindful Employer Charter and are a Living Wage Employer. We take great care to ensure that our actions as an employer reflect our ethos. We actively promote equality of opportunity and welcome applications from a wide range of candidates. We select all candidates for interview based on their skills, qualifications and experience.

Applicants with "unspent" convictions are asked to disclose this as a separate appendix to your covering letter so we can work with you to assess what impact (if any) this may have on your potential employment with us.

Closing date for applications is 20th March 2024.

Interviews for short-listed candidates will take place on **27th March 2024.**

We reserve the right to withdraw this advert at any time if we receive a high volume of suitable applications.

