

## Job Description and Person Specification

<b>Job Title</b>	Programme Lead - Bucks Data Exchange
<b>Purpose</b>	To lead the ' <i>Bucks Data Exchange</i> ' project, and associated communications, partnership work, and local insight in Buckinghamshire.
<b>Responsible to</b>	Chief Executive – Heart of Bucks
<b>Salary</b>	[SM3] £38,245 p.a., <i>pro rata</i>
<b>Job Type</b>	Part-Time 2.5 days (18.5 hours per week)
<b>Location</b>	Aylesbury, Buckinghamshire but hybrid working available
<b>Contract</b>	Fixed Term to February 2029

<b>Responsibility Level [Guide]</b>	Work with minimal supervision. Influences budgets, organisational development, people management, decisions, and an external representative. Very regular and significant influence over budgets/financials up to £250k
<b>People Management</b>	Line management responsibility for the <i>Policy &amp; Insight Manager</i> [1]
<b>Lead Partners</b>	Rothschild Foundation (lead funder), Heart of Bucks (employer), Leap, Buckinghamshire Council (Project steering group)

### Summary of Main Duties

- Lead the effective operation and project management of the [Bucks Data Exchange](#) (BDEx) platform, Local Insight data tool and wider BDEx partnership. Delivering on the Theory of Change for the project.
- Provide timely and accurate management information to enable proper scrutiny of the BDEx project by the Steering Group.
- Work proactively with the Steering Group to develop, articulate and secure the longer-term sustainability 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 project supports the local Voluntary, Community, and Social Enterprise (VCSE) sector in Buckinghamshire.
- Oversee and support 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 Project and Steering Group, who will be co-ordinating effective communications of BDEx across a variety of media.

### 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 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 and Local Insight platform commission.
- Manage the project email inbox.
- 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 via Local Insight.
- 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 Management Team, contribute to/participate in (as needed):
  - Risk management
  - Business planning
  - Relevant Events

## Qualifications, Experience and Skills & Experience

\*Denotes critical to success in the role.

	<b>Essential/ Desirable</b>	<b>To be tested by (A= application, I = Interview, T=Test)</b>
<b>The qualifications that will help you:</b>		
There are no specific qualifications required	-	-
<b>It is likely you will already have experience of:</b>		
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
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
<b>The skills you will need:</b>		
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 [richard@heartofbucks.org](mailto:richard@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 22nd February 2026.**

Interviews for short-listed candidates will take place on **Monday 2nd March.**

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

