



**Social  
Investment  
Scotland**

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JOB SPECIFICATION

# Impact

DATA AND INSIGHT MANAGER: MAY 2022

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## JOB SPECIFICATION

### Impact

#### SALARY

Up to £38,000 per annum

#### LOCATION

Hybrid working from home, Edinburgh head office and/ or other community venues.

#### RESPONSIBLE TO

Head of Impact

#### CONTRACT TYPE

Full time (35 hours); Open to discussions for a part-time role (28 hours). Initially this post is funded to March 2025 with potential for permanent extension.



## Social Investment Scotland

### Our values

- Purpose: we are purpose driven- we are committed, innovative and impactful;
- Integrity: we do what we say- we are reliable, honest and consistent;
- Unique: We embrace the power of difference- we are inclusive, open and ethical;
- Partnership: We grow strong partnerships- we are collaborative, confident and respectful.

### About us

Social Investment Scotland (SIS) are a social investment finance intermediary (SIFI) operating across Scotland and beyond. Our mission is 'to connect capital with communities, to make a real, measurable and sustainable impact upon peoples' lives.'

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### Impact

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Our strategy to 2030, *Building an Impact Economy*, highlights our approach to enabling social and environmental impact through our society and economy. By 2030, we aim to provide 10,000 enterprises with the tools, support, inspiration and connections to create greater social impact; and to connect 500 social entrepreneurs, enterprises and third sector organisations with mission-aligned investment and support.

Our team is flexible and open-minded and really gets to know the social enterprises, charities and mission-driven businesses that we engage with, so that we can support their work with creative and effective finance and support.

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#### Purpose of role

SIS is entering the third year of its *Building An Impact Economy* strategy, and we now require a proactive, curious and organised Data and Insight Manager, to join our team and support in achieving SIS's ambitious goals. SIS activity spans loan and equity investment, market building (webinars, workshops, training) and influencing those around us to operate with responsible business practices. The Data and Insight Manager will work across SIS teams, particularly supporting the Head of Impact and the leadership team with data and policy analysis and impact assessment, monitoring and reporting; helping to drive strategic projects and new service development through findings.

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#### Responsibilities

This role is suited to someone with strong data analysis skills, and policy awareness and understanding, with a keen interest in purpose-led entrepreneurship and investment. Supported by SIS's Head of Impact and wider leadership team, the Data and Insight Manager will gain a thorough understanding of the customer, investment, marketing and impact data held internally within SIS. Combining this with external data sources the role will bring greater understanding of strategic opportunity, relevant policy environments and best practice models. This will ensure SIS uses data capture to improve and create impactful services. Specific responsibilities are:

#### Trend and Data Analysis

- Maximise use and understanding of internal customer, investment, impact and marketing data, developing regular management reports and identifying trends and areas for improvement.
- Use external data sources to help build SIS's understanding of the market in which we operate.

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### Impact

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- In line with SIS's 3-year action plan, continually horizon scan SIS's external environment and areas of interest to identify emerging themes, policy developments and strategic opportunities, producing summary reports and recommendations.
- Develop relationships with other policy teams maintaining a working knowledge of joint areas of interest and priorities.

#### Research

- Develop and deliver research projects engaging in primary and secondary research activities. At times this will include engaging SIS's customers, stakeholders, investors and others.
- Brief and manage relationships with external research commissioners/ funders and external suppliers including managing research budgets.
- Produce, and disseminate, research learning. Sometimes this will include developing practical tools for use by our customers and stakeholders.

#### Impact Systems

- Contribute to SIS impact measurement and reporting activities, leading on agreed impact measurement activities as required.
- Manage the SIS digital impact platform acting as lead and liaising with internal teams, customers and suppliers to maintain and improve impact data gathering systems.
- Support external verification of SIS impact practice as required.

*We recognise impact management practice is an emerging field of expertise so relevant training and support will be provided for the right candidate.*

#### Impact Monitoring and Reporting

- Conduct impact management consultations with SIS customers drawing on relevant frameworks and own desk-based research and expertise.
- Support the SIS team to develop their knowledge, and to gather impact data, through customer conversations, surveys and other appropriate research tools.

*We recognise impact management practice is an emerging field of expertise so relevant training and support will be provided for the right candidate.*

#### What we're looking for

- Passion and commitment to progress social and environmental outcomes and impact.
- Strategic awareness and ability to lead programmes of work.
- A data expert who enjoys working on their own, and with others, to source, manage and understand the meaning of data and information.
- Strong understanding of digital data management able to download, manipulate and interrogate data sets.

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- Excellent numeracy and analysis skills.
  - Ability to understand and draw conclusions and recommendations using data and information from a range of internal and external sources.
  - A confident communicator able to guide and support internal colleagues, and social venture founders and management teams.
  - Ability to work flexibly and independently; whilst enjoying being part of a team.
  - Strong self-sufficiency with the ability to plan and co-ordinate a busy work plan including writing and producing own documentation and notes.
  - Tech savvy – able to use standard software packages and contribute ideas and knowledge that will help develop SIS's digital management and information systems.
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### Benefits of working at Social Investment Scotland

We will ask a lot of successful candidates- but in return working life at SIS offers:

- The privilege, and responsibility, of working for a leading organisation with an ambitious mission.
  - Competitive salary and benefits package
  - Flexible working arrangements
  - A range of formal and informal training and learning opportunities
  - 39 days holidays (including mandatory days for Christmas and New Year)
  - Competitive pension scheme
  - Life insurance
  - Free tea and coffee (when in the Edinburgh office)
  - Hybrid working arrangements with options to: work at our Edinburgh-based offices (in line with government restrictions); be home-based; use community or co-working venues – and combinations of all of these. Some face-to-face attendance at team events is expected. These events are usually in Edinburgh, and may at times take place in other locations in Scotland.
  - Team social events
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### How do I apply?

At SIS we minimise bias in the recruitment process via our partners at Be Applied. Please visit this link to apply by 5pm on Tuesday 31<sup>st</sup> May <https://app.beapplied.com/apply/tpekqwqyri> .