

Position description

Position details

Position title:	Impact Data Analyst
Employment type:	Full time (1 FTE)
Team:	Insights & Impact
Reports to:	Head of Impact Data & Digital
Direct reports:	Nil

About Social Traders

Social Traders is a leading industry body for social enterprise and social performance. We are a DGR1 not-for-profit dedicated to building a thriving social enterprise sector, operating since 2008. We help social enterprises show their credibility through certification and grow trade revenue through social procurement. We partner with businesses to deliver and report on social performance. We work with government on social procurement policy. We manage Australia's deepest social enterprise dataset and sector impact measurement system.

Our purpose

To facilitate the development of a sustainable social enterprise sector that delivers social and economic inclusion.

Our vision

A thriving social enterprise sector that significantly contributes to a more inclusive, equitable and sustainable Australia.

Brief description & overall goal for your role

Social Traders has one of the most thorough datasets on Social Enterprises in Australia and manages a robust methodology to track and report on marketplace impacts. Reporting of these impacts is a key offering to Business & Government members, and critical to reporting on activity in the Social Enterprise Procurement marketplace. Data collection, maintenance, and enhancements of Social Traders impact measurement framework sits within this function.

Social Traders' Theory of Change aims to track the social outcomes achieved as a result of Social Traders key activities, particularly within its unique role as an intermediary. The ongoing measurement of the activities and outcomes is a key task within this role. This also includes working with internal team members to investigate and define the measurement of new outcomes – which may include capturing new data.

Providing a strong impact evidence-based approach is key for influencing government advocacy and policy change, as well as supporting funding discussions with both government and philanthropy. As part of this role, you will be responsible for contributing to whitepapers which

demonstrate the impact of social procurement, drawing from Social Traders extensive data captured over the last several years. This role will contribute significantly to the evidence base to instil long term change.

Your role contributes to our strategic goals in the following ways:

Grow the number of business and government members

- Support the collection and benchmarking of social performance data
- Support delivery of programs and projects for clients (Business, Government, Philanthropy)

Grow the number of certified social enterprises

- Support the process of data collection through certification and new data points
- Maintain the Social Enterprise Identifier and Certification data sets

Generate new trade revenue

- Support the impact measurement elements of new advisory services and training programs for business and government customers

Facilitate spend between business/government members and certified social enterprises

- Support the collection of social procurement spend data and delivery of Member Impact Reports

Secure government social procurement policy

- Support the advocacy team with insights and reports as evidence for improved policy

Generate grant revenue

- Support the philanthropy team to pitch and secure funding

Build a team culture with high staff engagement

- Support all teams with impact and data advice as required

Your Stakeholder relationships

Your key stakeholder relationships are:

- Head of Impact Projects
- Certification Team
- ED Innovation & Impact
- Senior Leadership and Executive Leadership Teams
- Member Services Team
- Project Delivery Leads
- External Clients (social enterprises, philanthropy, government and corporate members)

Your key responsibilities

Your key responsibilities are:

- Defining new data collection and analysis processes to support Social Traders impact outcomes
- Assist in developing evidence base of social procurement outcomes to present to Government and Philanthropy
- Enhance and maintain impact data framework to develop data capture processes for all short & medium term outcomes listed in the Social Traders theory of change.
- Support strategic projects to develop Social Traders data capture in collaboration with certification and other stakeholders as appropriate
- Data extractions and reporting to external stakeholders in line with contract deliverables and other organisational commitments
- Report writing and input into external publications, including but not limited to, Social Traders impact reports, trends & insights reports, RISE
- Support outcomes, impact and acquittals reporting to funders
- Assist in data analysis for ad-hoc, project and BAU requests to support the impact and data teams strategic goals and outcomes

Your objectives & KPIs

Objective	Activity / KPI
<i>Service delivery:</i> Ensure accurate and responsive data and impact services are delivered to clients	• Support the promotion of BG impact reports and the collection of spend data in support of Vision2030 and tracking spend between BGs and CSEs • Support service delivery with bespoke data extracts and impact reporting as required, including monthly reports to key clients • Responsible for tracking Social Traders performance against KPIs
<i>Publish evidence:</i> Contribute to evidence base of social performance and social procurement to influence Government advocacy and policy change	• Contribute to ST publications which demonstrate outcomes of social procurement and broader social performance • Develop and publish insights from Social Traders marketplace and activities including Impact Report, thought leadership and sector publications
<i>Cases for support:</i> Support the development of funding proposals and acquittals for key Social Traders projects/activities	• Deep understanding of ST funding priorities and impact, • Provide evidence and support the development of funding proposals and budget submissions for both government and philanthropy
<i>Social Impact Measurement:</i> Develop and support Social Traders Theory of Change and impact methodology	• Maintain and develop methods of activity & outcome tracking, including support for bespoke programs • Onboard and track ToC (Theory of Change) Activities, Outputs & Outcomes • Support social value and social impact measurement projects
<i>Research and Evaluation:</i> Maintain and enhance impact data and reporting capabilities at organisation and program levels	• Develop new data sources to further add to impact framework • Promote continuous improvement in Social Traders impact and effectiveness in delivering on our Vision and Mission • Make recommendations to leadership on ways for ST to be more impactful • Internal and external stakeholder confidence in and adoption of impact data

Behaviours expected in your role

- Ability to navigate complex systems and issues
- Strong analytical mindset and the ability to draw insights from unique datasets
- Ability to influence internally and externally across broad stakeholders
- A strong focus on data integrity

Experience, competencies & skills for your role

- Previous experience in data analytics
- Strong analytical skills and the ability to communicate outcomes to a wide range of stakeholders
- Previous experience with data management systems, for example Salesforce, PowerBI
- Previous experience in social impact measurement, Theory of Change and outcomes measurement will be highly regarded
- Some understanding of social enterprise models and the social enterprise sector
- Demonstrated commitment to social change and the mission and values of Social Traders

Disclaimer

This job description has been designed to indicate the general nature and level of work for this role. It is not designed to contain or be interpreted as a comprehensive list of all duties and responsibilities and as such additional duties may be assigned as required.