Role Profile
Data Officer

Role Details:

Department:	Practice and Innovation	Team:	Mockingbird
Reports to:	Tom George		
Contract:	6-months (may be extended)	Hours:	Full time – 35 hours
Salary Range[1]: (+ London weighting added if eligible)	£27,405 - £32,480 per annum	Salary Band:	Band H
Base Location: (London, Cardiff, Belfast, Glasgow or home)	Home based	DBS Check Required?	Yes
Budget Holder?	No	Policy Owner?	No

Core Purpose:

To support the work of the Mockingbird team with the operational delivery of this transformational programme, in partnership with Fostering Services across the UK.

Primary Objectives:

To oversee and be responsible for the implementation of monitoring and evaluation processes within the team, supporting the Monitoring and Evaluation Manager to embed new practices and improve existing ones.

Responsibilities:

1. Responsible for the day-to-day administration and delivery of the programmes core monitoring and evaluation process, including the maintenance and management of a qualitative evidence database.
2. Contribute and support the Monitoring and Evaluation Manager to develop appropriate processes and methodologies to measure impact and embed learning across the programme.

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[1] Please note our policy is to offer at the bottom of the salary band for new starters.

3.   To oversee the collection and collation of evidence and data produced by all Mockingbird partners, and responding to data requests internally and externally, with support from the Monitoring and Evaluation Manager
4.   To coordinate and support planning of training packages and resources on behalf of the Monitoring and Evaluation team.
5.   Responsible for data preparation, maintaining systems and summarising of information to inform the development of the programme
6.   Be a point of contact and support Mockingbird partners with data collection, ensuring agreed processes are followed
7.   To assist and support delivery of national programme of events and training
8.   To support the team and wider organisation to develop and sustain the Mockingbird programme, increase its presence and raise awareness throughout the UK

Team Working:

- Work closely with the Mockingbird team and Practice and Innovation Directorate to ensure that plans and priorities align with wider organisational plans and strategies
- Effectively represent the team and actively contribute at internal meetings and external events.
- Understand and adhere to The Fostering Network's policies and practices
- Engage with and demonstrate commitment to The Fostering Network's mission, vision, values and strategy
- Proactively engage with the performance development approach, taking responsibility for seeking appropriate development opportunities and taking part in learning.
- Take a relationship-based approach to your work, understanding that creating positive relationships with our internal and external stakeholders is central to achieving our objectives
- Undertake any other duties appropriate to the level in accordance with agreed procedures and guidelines.

Main Stakeholders

In addition to their immediate team, this role-holder will particularly work with:

Internal	External
Monitoring and Evaluation Manager Operations Manager Head of Mockingbird Mockingbird Implementation Managers Mockingbird Project Workers Mockingbird Programme Officer Mockingbird Project Manager Colleagues across the Practice and Innovation Directorate – particularly programme teams such as Step Up Step Down and Fostering Wellbeing Colleagues in Policy and Campaigns	Key Mockingbird stakeholders: - Data leads - Liaison workers - Hub home carers - Project leads Local Authorities Independent Fostering Agencies External evaluation teams Department for Education

What we're looking for:

Essential Knowledge, Experience & Qualifications

- Experience of supporting data collection and collation in a charity/third sector/public body.
- Experience of keeping accurate records using quantitative and qualitative data, including database input and maintenance
- Experience of using data cleaning and data validation methods to address data quality issues and an understanding of the importance of ensuring accurate data
- Experience of providing excellent customer service
- Experience of or an understanding of handling confidential and sensitive information
- Ability to work and support team remotely.

Essential Skills & Attitudes

- Ability to work as part of a remote working team; bringing enthusiasm, energy and focus.
- Strong attention to detail.
- Excellent planning and organisational skills, ability to prioritise workload, deal with conflicting demands and meet tight deadlines.
- Good interpersonal skills, able to communicate clearly and consistently with a range of internal and external stakeholders
- Excellent IT skills, including experience of using Microsoft 365 (Excel, Outlook, Dynamics, PowerPoint and Teams) , CRM/database management
- Commitment to maintaining the confidentiality of information held by The Fostering Network
- Commitment to Equality, Diversity and Inclusion
- Commitment to The Fostering Network's mission, vision and values

Desirable

- An understanding of issues affecting children in public care and of current issues in foster care
- An understanding of the importance of brand
- Ability to be a pro-active self-starter and to problem solve creatively.
- Experience of using Power BI or similar data visualisation software
- Care experienced and/or lived experience of foster care