

## Data Coordinator – Internship Role – part time June – August 2024 Aimhigher London

### Background

Aimhigher London (AHL) works with learners under-represented in Higher Education (HE) to stay in education and progress. We work with schools, colleges and universities across London delivering collaborative solutions to help learners, and the key adults who support them, to access university by better understanding the pathways and support available to them. AHL supports progression for target groups of learners from year 8 to post-16 across 18 schools in 7 South London boroughs.

AHL also works with Linking London and Access HE as part of London Uni Connect through the Office for Students' nationally funded Uni Connect programme. The programme aims to increase the numbers of learners progressing to university who come from specific geographical areas where participation in Higher Education is low relative to their attainment.

### Job purpose

We are looking for a Data Coordinator Intern to work alongside the Aimhigher London (AHL) team to ensure our evaluation and data is collated and analysed to demonstrate the impact of our programmes for our partner schools, colleges and universities.

The role will appeal to someone with an interest in data processing and a strong grasp of Excel to analyse the impact of the Learner Progression Programme for 2023-24, the programme works with young people who are from disadvantaged backgrounds.

Main areas of work:

- Supporting the team to ensure all evaluations are completed, uploaded, GDPR compliant and meet the requirements of the evaluation framework.
- Supporting the team to collate, upload and analyse learner data sets to contribute to the end of year impact report.
- Liaising with colleagues, as directed, to ensure the impact being communicated is verified and correct.

The role is suitable for a recent graduate or postgraduate, or individual interested in exploring a future career in widening participation, outreach or working with disadvantaged young people.

## Responsibilities

### Evaluation and Data

- Working with the team to ensure evaluation and monitoring of events is in line with the evaluation framework and inputted into the main learner database
- To work with the team to gather and input missing data or update data as required and uploading to learner database.
- Analyse event data against targets, to summarise key impact outcomes
- To verify and ensure the key data sets to be communicated in our end of year impact report at for the AHL Awards ceremony in July are correct.
- Ensure all evaluation and data adheres to AHL's GDPR and privacy policies
- Prepare the 2024-2025 data collection and analysis forms.

### Communications

- Working with the team and the Marketing and Communications Officer to ensure any impact data communicated is verified and correct against original documents.

## Knowledge – please demonstrate in your application.

D= Desired, E = Essential

General knowledge of UK education and widening participation issues	D
Experience of working with children and or young people (preferably in an education environment)	D
Experience of working in a team environment	E
Experience of working on data sets and evaluation	E
Ability to understand and convey information in a clear and accurate manner	D
Commitment to equity, inclusion, and diversity	E

## Skills – please demonstrate in your application

Ability to input and prepare data for analysis and reporting
Ability to work to tight deadlines as part of a team
Good organisation skills and attention to detail
To be able to think on your feet and problem solve last minute changes as required
Strong knowledge of Microsoft Office packages; in particular Excel.

### Role details and contract period

**Role:** the role is part time and is to be split with the bulk of the work to be carried out in June 2024. Total number of days in the contract are 24 days to be split across June / Jul / Aug – the suggestion is: **June** – 12 days, **July** – 8 days, **August** – 4 days (dates to be agreed)

**Salary:** The salary is equivalent to £27,396, the contract will total £2,739 (gross)

**Hybrid working:** AHL work in the office 2 days a week (Tuesday and Thursday) there will be an expectation to attend on these days when you are working, whilst other working days will be from home.

**Contract Period:** The post is a contract post for the period of 1 June – 31 Aug 2024  
This position will be subject to an enhanced Disclosure and Barring Service (DBS) check and any offer of employment is made on condition of a satisfactory DBS check.

### APPLICATION

Send a CV and covering letter – no more than 2 sides each addressing the skills and competencies required for the role.

Email your completed application to [aimhigherlondon@kingston.ac.uk](mailto:aimhigherlondon@kingston.ac.uk) If you have any questions, contact us on the same email with your details and we will contact you.

**DEADLINE All applications to be received by 24:00 on 6 May 2024**

**Shortlisted candidates;** will be informed by the **9 May 2024**

**INTERVIEW DATE: Tuesday 14 May** (in person in Kingston). Interviews will be approx. 45mins and will include a short presentation.