



THE DIOCESE OF SHEFFIELD

Job Description

JOB TITLE:	Information Analyst
EMPLOYER:	Sheffield Diocesan Board of Finance
RESPONSIBLE TO:	Strategic Programme Director
RESPONSIBLE FOR:	N/A
LOCATION:	Church House, Rotherham and home working (minimum 2 days per week in the office)
CONTRACT TYPE:	Full time, 35 hours per week but we are open to part-time and flexible options. 28 days annual leave per year, plus bank holidays.

Job Purpose

The main purpose of the role is to provide usable information and insights that will help the diocese pursue its strategy, further develop mission and measure progress. Supporting our multi-disciplinary way of working with data sets that inform decision making and the allocation of resources.

Our master data sets are now aligned (bringing together demographic, financial, statistics for mission), which has enabled us to be better informed in decision making, allocating resources, people and financial planning. The post holder will continue to improve and develop our practice regarding data and analysis.

This is an exciting opportunity for an information analyst with a record of delivering insights to supporting our transformational change, which is seeking to enable spiritual and numerical growth across the Diocese. You will combine strong analytical skills and a flair for insight and getting to the key issues, with the emotional intelligence to engage constructively with others in support of strategic decisions.

The data tools that we currently use are; Microsoft 365, PowerBI, ArcGIS. We also want to make better use of the analytics function in our CRM Zoho.

This is a post which is funded by a grant from the National Church currently up to the end of 2028. There will be further opportunity for us to review and extend the role as further funding is available with the current expectation that this could be until the end of 2031. We have a strong record for applications and grants, but we are not in a position to give guarantees.

Main duties and responsibilities

- 1) Take the lead on proactively developing fresh insights through analysis of quantitative and qualitative data both from within the diocese and from external data
- 2) Lead for developing a data modelling framework which enables data sets to be linked to provide great insights which can then inform strategic decision re use of resources and priorities.
- 3) Lead for promoting and supporting the collection of Statistics for Mission. As well as analysing and reporting on trends and offering insights.
- 4) Working with colleagues to use the analysis to help frame questions that could form the basis for fruitful discussion and decision-making throughout the organisation, but especially the Mission Area Support Team and the Bishop's Senior Staff Team
- 5) Collect and present data using a range of presentation methods, e.g. dashboards (static and dynamic), maps, graphs and PowerPoint, any of which may be used to contribute to reports and presentations to a range of audiences and therefore information must be presented in an appropriately accessible way
- 6) Act as the driving force for improvements in data collection and reporting; working with colleagues to request, collect and process data
- 7) Lead on the development and management of storage and maintenance of key data sets, e.g. Statistics for Mission, Parish Finance Returns
- 8) Review and align datasets so that they interact well together and are easy to maintain and access; so that they provide a point of reference for Church House. This will include making more use of the data in our CRM (Zoho) to inform reporting and decision making
- 9) Develop, document and embed the processes for maintaining datasets; ensure there is one version of the truth, and a shared language for describing data
- 10) Create maps and use GIS tools to convey complex information more simply for the use of stakeholder engagement and leverage in conversations regarding funding support.

- 11) Support colleagues across Church House in their use of data by providing timely and accessible information and how to use it effectively
- 12) Help to build an ongoing information analysis capability across Church House
- 13) Assist the Strategic Programme Director and Project Leads to establish measurement mechanisms for projects
- 14) The lead for sharing best practice with other Diocese regarding development of tools and use of data in the change process. Also, supporting other Diocese with recruitment and induction of equivalent roles.

Participating in an annual review and appropriate continuing professional development.

Key Relationships

- Strategic Programme Director
- Finance team
- Generous Giving team
- Parish Support Team
- St Peter's College
- Buildings and Operations Support for Mission Areas
- Diocesan Secretary-CEO, Archdeacons and other members of the leadership team

This role description provides a guide to the duties and responsibilities of the post and is not an exhaustive list. The post holder may be asked to undertake any other relevant duties appropriate to the post. The role description will be amended over time, in full consultation with the post holder, to meet the needs of the Diocese.

Person Specification: Information Analyst

Criteria	Essential	Desirable
Qualifications	• Educated to degree level in a related subject; or equivalent experience • Highly numerate and logical	
Knowledge	• High degree of IT literacy. Use of data analysis tools including Microsoft 365 packages, PowerBI, and a working knowledge of databases • Ability to work with highly complex Excel workbooks • Familiarity with a variety of ways of presenting complex data clearly • Ability to determine the best ways of presenting complex data and using the most appropriate method for the audience / context. • Managing and organising a range of datasets from multiple sources to enable analysis, presentation and the identification of synergies	• An understanding of the structure, organisation and culture of the Church of England, ideally including some knowledge of how a diocese works, and how churches and parishes work • Awareness of external, public data sources, e.g. census and public health • Understanding of GIS software and data • Experience of working with CRMs.
Experience	• A record of collecting, analysing and presenting insights from mixed data sets	• Experience of working with and developing financial models for large, complex organisations would be an advantage

Technical and Applied Skills	• An enquiring mind and a forensic approach to manipulating and mining data to create insights and information and to frame the questions that matter • Establish methods for querying data sets for detailed analysis • Proficiency at using different data tools • Ability to research and learn how to use new data tools for the benefit of the organisation. • Ability to interpret data through an understanding of the real world • Strong communication skills with a creative approach and the ability to deliver insights in clear and accessible written, verbal and visual media	• Understanding and experience of using presentation software
Competencies	• A methodical approach • Enjoy research and problem solving • The ability to plan, self-organise and prioritise effectively in order to achieve objectives • Self-motivated	• Stakeholder engagement skills

Personal Attributes	• Sympathetic to the mission of the Church of England • Willingness to consider a range of options and possibilities when working with others	
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