Analyst (Data and Learning)

Job Description

December 2021

Summary

Job Title	Analyst (Data and Learning)
Salary	Competitive
Term	Full-time/permanent
Location	Dublin, City Centre, remote working flexible
Application deadline	7 January 2022
Contact	Archer Recruitment: Aoife Murtagh <aoife.murtagh@archer.ie>

Small Foundation is a philanthropic foundation with charitable status registered in Ireland. Our vision is an Africa free from extreme poverty by 2030. Our mission is to catalyse income-generating opportunities for extremely poor people in rural sub-Saharan Africa.

Small Foundation's goal is to improve the business ecosystems that proliferate income opportunities for those in extreme poverty by expanding the access of micro, small and medium-sized enterprises (MSMEs) to knowledge, skilled human resources, finance, technology, and markets.

Small Foundation uses a combination of grants, debt and equity to support initiatives to achieve its impact objectives.

The Analyst (Data & Learning) will report to the Impact Management and Learning (IML) Lead and will work across Small Foundation's grant and social investment portfolio, collating and assessing the data and learning coming from our work, supporting the development of knowledge management and IMM systems and external reporting, and supporting due diligence of potential investments.

Small Foundation is a dynamic and evolving organisation and looking to hire dedicated, knowledgeable people to realise its ambitious vision. For more information about Small Foundation, including our guiding principles, please go to: www.smallfoundation.ie

Analyst (Data and Learning) Role

Key responsibilities

The Data and Learning Analyst will have a key role in collating and updating data and information from Small Foundation's grant and social investment portfolio. Key elements of the role include:

- Supporting relationship management with Small Foundation's existing and prospective partners, including collecting and processing impact and financial data from partners to track KPIs and ongoing performance

- Working with the Small Foundation team to identify and support information and data needs

- Analysing, report and prepare data for external communication to stakeholders

- Supporting the development of our internal knowledge systems and ability to visualise data

- Organising, planning and participating in internal and external meetings

Other Duties

- Undertaking appropriate administration tasks

- Undertaking necessary training and development

- Undertaking occasional trips overseas as required

- Any other duties commensurate with the grade of the post as directed by line manager/supervisor

Person specification

The successful applicant will:

- Have strong analytical skills with the ability to collect, organise, analyse, and disseminate significant amounts of information

- Be accurate and detail focused

- Highly computer and data literate with experience of sourcing, analysing and reporting raw data (structured and unstructured) into meaningful insights using tools such as PowerBI

- Have a passion for social change, and be highly motivated by Small Foundation's vision, mission and goal

- Have excellent communication skills

- Be effective working in a dynamic team, be proactive and have very strong time management and organisational skills

- Have a minimum Bachelor's degree (Master's degree preferred) in a relevant area, and at least one year of relevant experience

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- Have an interest in international development and/or impact investment

Experience living and working in sub-Saharan African, research background, experience in impact measurement and evaluation (such as the Impact Management Project's five dimensions, impact chains or success metrics), are plusses.

To apply

Please contact Aoife Murtagh <aoife.murtagh@archer.ie> at Archer Recruitment with any enquiries about the role or to apply. Your application should consist of a concise cover letter and CV.

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