**Culture Coventry Trust**

**Herbert Art Gallery & Museum**

**Jordan Well**

**Coventry**

**CV1 5QP**

**JOB DESCRIPTION**

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| **Job Title:** | Insight and Impact Director |
| **Reporting to:** | Social Impact Director |
| **Responsible for:** | N/A |

**SCOPE**

Culture Coventry Trust and Coventry Sports Foundation are operating as CV Life, so that the scope of this Job Description as a CV Life document extends to cover the employment contracts held with either Culture Coventry Trust or Coventry Sports Foundation.

**OVERALL PURPOSE AND OBJECTIVE OF THE ROLE**

To play a key role in gathering, analysing, and presenting data and insights that demonstrate the impact of our work. To work closely with teams across CV Life to ensure our insights are meaningful and drive positive change. To be skilled at communicating our impact to both internal and external audiences, gathering case studies and writing reports. The role will also involve capturing and communicating how our work contributes to Coventry as a Marmot city.

This position falls within a shared-services working arrangement agreed between the respective Boards of Directors / Trustees of CV Life; Culture Coventry Trust; Coventry Sports Foundation; and the associated group Companies / Trusts, which allows for the sharing of posts and associated services where appropriate and of benefit to the work of the organisations and their respective objectives.

**MAIN DUTIES OF THE ROLE**

1. Work with the Social Impact Director and Heads of Service to develop and implement effective insight collection and impact measurement frameworks.
2. Use both quantitative and qualitative methods to evaluate the effectiveness of CV Life’s programmes and services.
3. Translate complex data into accessible insights tailored to different audiences.
4. Work with colleagues and stakeholders to capture and communicate stories that showcase the impact of arts, culture, sport, and leisure in improving health and wellbeing.
5. Present findings through engaging reports, visualisations, and presentations.
6. Innovate and refine data collection methods to ensure they are relevant, efficient, and meaningful.
7. Ensure high standards of accuracy, consistency, and attention to detail in all data analysis and reporting.
8. Support colleagues in understanding and utilising data and insights to inform decision-making.

This Job Description is neither exhaustive nor exclusive and may be reviewed and updated depending upon operational requirements and staffing levels.

**RESPONSIBILITIES FOR ALL EMPLOYEES**

* To embrace and lead by example on the Company’s key values of PRIDE, PASSION and PERFORMANCE or those that might at any time be subsequently re-defined.
* To support the Company’s commitment to providing a safe environment for children, young people and vulnerable adults, ensuring awareness of the Company’s Safeguarding Policy, Procedures and Practice Guidance, and to be vigilant, reporting any safeguarding concerns without delay.
* To undertake all duties and fully comply with all of the Company’s general standards and those relating to the specific requirements of the role.
* To take care of their own health and safety and that of others who may be affected by their actions at work, and to co-operate with health and safety matters to help everyone meet their legal requirements.
* To co-operate with managers and colleagues to ensure environmental responsibilities are complied with.
* To carry out tasks at a range of sites that are either operated or managed by the Companies / Trusts or where services are delivered by the Companies / Trusts
* To be involved in any aspects or opportunities for sharing of good practice, expertise and responsibilities within the Companies / Trusts. To generally help promote the work and public image of the Companies / Trusts, always maintaining high standards of customer service and personal appearance.
* To attend and fully engage with all internal training and development requirements and opportunities, and maintain such qualifications as required by the demands of the role.
* To interact positively with customers adopting a friendly and professional approach at all times.
* To comply with the General Data Protection Regulations when dealing with, maintaining, sharing and storing information.
* To undertake other duties as specified, which are appropriate to the qualifications, experience and general level of the post.

**Date Created: 11th February 2025**

**Date Reviewed:**

**PERSON SPECIFICATION**

**Essential Personal Attributes**

* Passionate about impact, excited about how arts, culture, sport, and leisure can address inequalities in health and wellbeing.
* Analytical and detail-oriented, skilled at working with data to draw meaningful conclusions.
* Committed to learning and developing with a motivation to discover things.
* People-focused, to include working with a variety of stakeholders to understand their experiences and needs.

**Essential Knowledge and Experience**

* Experienced in impact measurement.
* Knowledge of both qualitative and quantitative research methods.

**Essential Special Skills**

* A strong communicator with the ability to present complex information in an engaging and accessible way for a range of audiences
* Innovative and able to design creative and effective ways to measure and demonstrate impact.

**Special Circumstances**