

# Head of Data & Insights

Role Description and Recruitment Pack



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# Role overview

<b>Title:</b>	Head of Data and Insights
<b>Hours:</b>	Full time, 35 hours per week, although we can be flexible for the right candidate.
<b>Contract:</b>	Permanent
<b>Location:</b>	1 Lamb's Passage, London, EC1Y 8AB There is some flexibility to work remotely, although you must be able to work in the office at least two days per month, or as the organisation requires.
<b>Reports to:</b>	Chief Purpose Officer
<b>Salary:</b>	£60,000 to £65,000 p.a. depending on skills and experience
<b>Closing Date:</b>	Thursday 1 <sup>st</sup> August 2024, 5pm

We are looking for an experienced Data and Insights Leader to build a new Data and Insights team that will help us make wise and data-informed strategic decisions that transform how the Christians we serve are able to steward their resources for the glory of God.

The ideal candidate will possess that special blend of technical expertise and the interpersonal skills needed to champion a data-informed culture and foster collaboration across diverse teams and colleagues.

You'll be responsible for making sure that all teams have the right data and information to deliver their parts of Stewardship strategy, creating a nimble and agile function that can manage, interpret, and present data and insights from a variety of sources to add value to a variety of customers.

## Why this position is important to us

This newly created Head of Data and Insights role is a critical part of our organisational transformation, which will put data informed decision making at the heart of our strategy and operations. The role will be responsible for building a new centralised data and insights team to serve across the organisation, fostering an agile approach to data projects to deliver valuable insights, and instilling a culture that values data-driven decision-making.

The successful applicant will help us bring order to, and value from, a variety of data-rich business applications, including our own Donor Advised Fund Management Application which tracks giving transactions between over 60,000 individuals to around 15,000 receiving partners (Churches, Charities and Christian workers).

To inform our strategy and growth plans we also expect the role holder to approach data with innovation and entrepreneurship in mind, bringing together external datasets and commissioned research to provide the insights that will move our mission forward.

With a name like ours, the successful candidate will also be expected to be a key voice in the safe, secure and ethical stewardship of data in our operations, so that we maintain the highest levels of trust with those we serve.

This is a senior role in the organisation and forms part of Stewardship's Leadership Team. As such, the role holder will need to demonstrate the attributes of a servant leader – important characteristics of this style of leadership include humility, transparency, awareness, listening, empathy, community building and helping people to flourish.

## The impact you will have in this role

The scope for impact in this role is vast! This is an exciting time to join Stewardship as we implement our new strategy. This role will directly influence our journey, particularly in transforming how we use data to drive strategic decisions and enhance operational efficiencies. Your insights and innovations will be pivotal in unlocking the incredible value that lies latent in our existing data, transforming how we make decisions as an organisation and shaping a data-informed culture that creates transformative product and service experiences for those we serve.

As part of the Leadership Team, your opinions, ideas, and challenges will be heard and valued as we pursue our common mission to help Christians be the best stewards of the resources that God gives them. Collaborating closely with various departments, you will integrate data insights into strategic planning, performance monitoring, and customer engagement strategies. Under your dynamic and collaborative leadership, the Data and Insights team will flourish, delivering high-quality, actionable insights to those who need them.

# Welcome to Stewardship

Big or small. First or last. Given or received. We make every gift count.

We're a place where connection happens - where those called to give meet those called to go. A community of generous stewards uniting to use all God has given us to love Him, love one another, and love our neighbours as ourselves.

We help Christians give and we strengthen the causes they give to.

We call this **Active Generosity**.

## Our mission, vision and values

We help Christians be the best stewards of the resources God gives them.

Our vision is a thriving Kingdom economy where God's people steward resources generously to advance the Gospel.

We exist to serve Christians called to faithfully steward their personal, professional or ministry resources for God's glory.

At our core, as believers in Jesus Christ, are the biblical values of:



**Generosity**  
expressed with  
**Joy**



**Relationship**  
strengthened with  
**Understanding**



**Integrity**  
demonstrated with  
**Justice**



**Service**  
delivered with  
**Excellence**

For over 100 years, we've helped Christians, charities and churches activate generosity, resource their calling and make a difference in Jesus' name.

In 1906, Stewardship was created by a small group of Christians uniting to release generous gifts and financial support to Christian ministries in the UK and overseas. Among their number were professionals and philanthropists, chemists and church planters, factory workers and evangelists, with each giving as they were able.

Today we help over 30,000 Christians experience the joy of being 'actively generous', supporting over 4,000 churches, 2,300 Christian workers and 6,000 charities.

Our methods have changed, but our mission remains the same.

# Job detail

## Overview

The Head of Data and Insights reports to the Chief Purpose Officer, with responsibility for a Data Engineer (new position to be recruited) and Business Intelligence Manager (an experienced member of the team with a widened brief to serve the whole organisation), in the first instance.

This role is critical in establishing the new team, providing actionable insights that inform the development of our strategy, helping us to make good decisions and prioritise effectively, and tracking the impact of our work.

The role holder will work closely with the Head of Product and Head of Marketing to support data-informed innovation and growth, the Head of Enterprise Applications & Architecture and Head of Environments, Platforms and IT Security to create accessible and secure data environments, and the remaining Customer and Function Heads to ensure that the Data & Insights team are adding value across the organisation.

## Main responsibilities

To include, but not limited to:

### **Servant Leadership:**

As part of the Leadership Team at Stewardship, you will be expected to lead cross-functionally with empathy and understanding, role modelling effective servant leadership to foster safe, productive environments where our people thrive.

Collaborate effectively with leadership team peers across traditional business functions (finance, marketing, compliance, technology), customer and product teams, demonstrating credibility and building trust.

### **Cultural Champion for Data:**

Act as the primary evangelist for a data-informed approach within the organisation, inspiring others to leverage data in their daily work and strategic initiatives.

Stay abreast of industry trends and technologies to continually enhance the organisation's data capabilities.

### **Create and Lead the Data & Insights Team:**

Start a data and insights team from the ground up, recruiting and mentoring those in your care to help them to excel in their data roles.

Establish healthy rhythms, cultures and processes to allow the team to flourish and deliver value to the organisation through their work.

### **Delivering data and insights projects**

Work closely with customer-facing and internal functional leaders to understand their challenges and opportunities, delivering data-driven solutions that meet their needs.

Champion agile methodologies to manage data projects, ensuring adaptability and responsiveness to the changing needs of the organisation.

Ensure the integrity and security of data handling and engineering processes. Develop robust systems for data collection, storage, processing, and analysis.

### **Drive strategic impact and growth through insights and thought leadership**

Lead on key research projects that will shape and influence the churches and Christian charities approach to financial stewardship, funding and generosity at a national level.

Grow the impact, monitoring and evaluation resource offered to key service areas and clients (for example, grant impact reporting for our Philanthropy Fund and Donor Advisory Board clients).

Develop frameworks for tracking and reporting on the strategic impact of Stewardship as a whole, as part of our annual financial reporting.

## **It's all about you...**

We recognise that to be great at your role, there are certain characteristics that are important and others that enable a good fit within our existing team and culture.

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- You hold a relevant qualification or equivalent professional experience in data science, data analytics, or a related field.
- You are passionate about leveraging data to drive innovation and strategic decision-making.
- You have experience setting up a Data and Insights team, ideally in a commercially minded environment (charity or business) and know what it is like to actively build a team and fostering a positive, dynamic team culture.
- You excel in working cross-functionally with other teams as an ambassador for data, listening to and understanding their needs and partnering with them to integrate data insights into broader business strategies.
- You have the technical proficiency and experience to lead by example in advanced data analysis, generating actionable insights, and supporting complex projects.
- You have a robust understanding of data governance, ensuring data integrity, privacy, and compliance, with a balanced approach to risk management.

- You have excellent verbal and written communication skills, capable of explaining and presenting complex data insights clearly and effectively to non-technical audiences.
- You can build and maintain strong relationships across the organisation, with a friendly, confident and collaborative approach.
- You can find a mutually beneficial solution when faced with a challenge or difference of opinion.
- You should be a motivated self-starter, able to work independently, prioritising tasks. You should be comfortable working under pressure to challenging deadlines, able to adapt to rapidly changing situations and workloads, be well organised and able to multi-task.
- You should be willing to offer your perspective and are able to challenge constructively where required.
- You can clearly understand and articulate the risks in a situation and are able to take a balanced view in relation to those risks.
- You will be a practicing Christian and be able to clearly demonstrate a personal commitment to the mission, principles, values and practices contained in our Ethos Statement. You should also be able to demonstrate enthusiasm for the Christian purposes of the organisation and a readiness to support and contribute to its ethos.



# Desired skills and experience

Skills and experience	Essential	Desirable
You will meet our Occupational Requirement to be a practicing Christian as an active member of a local church and be able to clearly demonstrate a personal commitment to the mission, principles, values and practices contained in our Ethos Statement.	✓	
Have the Right to Work in the UK (we do not offer sponsorship arrangements).	✓	
Data Analysis and Visualization	✓	
Data Leadership and Team Management	✓	
Data Engineering Practices	✓	
Communication and Presentation Skills	✓	
Strategic Thinking	✓	
Problem-Solving Abilities	✓	
Relevant Non-Profit or Fintech Experience		✓
Agile Project Management		✓
Advanced Statistical Techniques		✓
Proficiency in Data Tools (e.g., SQL, Python/R)		✓
Degree in Data Science/Analytics or Related Field		✓
Using Machine Learning on internal datasets		✓

# Working for us

## Q. What are the usual working hours?

A. Stewardship's normal office hours are 9am to 5pm, Monday to Friday, but you may be required to work flexibly between 8am and 6pm in accordance with the needs of the organisation.

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## Q. How much Annual Leave do you offer?

A. All full-time employees receive 27 days Annual Leave, and 8 days bank holiday leave.

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## Q. What are the pension arrangements?

A. Stewardship offers a generous pension contribution; the equivalent of 10% of your gross annual salary into a group personal pension scheme (applicable after 3 months service).  
A salary sacrifice scheme for personal contributions is also available.

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## Q. Is it possible to work from home?

A. Yes, we are happy to offer flexibility for this role but would expect you to be able to work in our London office for a minimum of 2 days each month, or as required by the organisation.

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## Q. What staff benefits do you offer?

A. Once probation has been passed, there are number of benefits available to staff:

- Subsidised exercise membership
  - Hybrid and flexible working options
  - Contribution to your charitable giving account
  - Generous leave allowances
  - Long service awards
  - Participation in the Cycle to Work Scheme
  - Death in Service benefit (4x annual salary)
  - Option to join a Health Cash Plan
  - Interest-free season ticket loan
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# How to apply



## Occupational Requirement (OR)

As a result of our Christian ethos, this post is covered by an Occupational Requirement (OR) under Part 1 of Schedule 9 to the Equality Act 2010. The successful applicant will be expected to be a practising Christian and to clearly demonstrate a personal commitment to the mission, principles, values and practices contained in our Ethos Statement, by:

- Active membership of local church congregation.
- An understanding of the faith aspects of the work of Christian charities, including the preparedness to pray with colleagues, where appropriate.



## Contact us

For any questions or to arrange an informal conversation about this role, please contact Joan Gray, our People, Culture & Place Administrator, on:

Telephone: 020 8502 5600 extension 307

Email: [careers@stewardship.org.uk](mailto:careers@stewardship.org.uk)



## How to apply for this position

You can apply online for this role at [www.stewardship.org.uk/about-us/careers](http://www.stewardship.org.uk/about-us/careers)

Please remember to also upload a copy of your C.V. along with a covering letter that demonstrates what you would bring to this role, to Stewardship and how you fulfil the Occupational Requirement.