







JOB DESCRIPTION

JOB TITLE:	Data, Impact and Insights Manager
DEPARTMENT:	Wolves Foundation
REPORTS TO:	General Manager
DIRECT REPORTS:	None
LOCATION:	Molineux Stadium and working across the City of Wolverhampton
HOURS PER WEEK:	37.5 hours per week
WORKING ARRANGEMENT:	Your working pattern will predominately be core office hours which are Monday – Friday, 9:00am – 5:30pm, however, flexibility to work evenings and weekends will be necessary and directed by your line manager.
DATE:	September 2025

Wolves Foundation plays a pivotal role in the city of Wolverhampton, serving as a trusted and influential force for positive change. Through a dedicated team of skilled staff and volunteers, the Foundation leverages the strong local connection to Wolves to motivate, educate, and inspire individuals and communities to improve their lives.




As it embarks on its 2030 strategy, the charity works collaboratively with key local partners—including the local authority, police, health services, and education providers—to identify and address societal challenges and health inequalities. Using data and insight, it delivers evidence-based interventions through a wide range of projects aligned with its four strategic priorities;

-  Economic Prosperity and Employment
-  Community Safety
-  Health and Wellbeing
-  Stronger Together

Community engagement is central to the Foundation's mission, with a commitment to removing barriers to participation regardless of age, gender, race, religion, sexual orientation, or disability. Its work spans 225 delivery sites across the city, engaging tens of thousands of participants from as young as one month to over 100 years old.

All employees are expected to embody the Foundation's core values and ethos, ensuring excellence in delivery. Professionalism and adherence to contractual, operational, and policy standards are essential to maintaining the integrity and impact of the Foundation's work.

Wolves Values – what we stand for:

-  Progressive - Ambitious. Creative. Innovative.
-  Determined - Ownership. Decisiveness. Consistent.
-  Bright - Inspiring. Engaging. Intelligent.



- 🐾 Unity - Connected. Family. Togetherness.
- 🐾 Humble - Considered. Considerate. Respectful.

Job purpose

To lead on the development and delivery of our data and impact systems. This role will be central in helping us to understand, demonstrate and enhance the impact of our work against our strategic priorities and funder obligations. This includes developing systems and frameworks that track progress, measure outcomes and communicate impact in ways that influence decision making and inspire our people and stakeholders

Key responsibilities

- 🐾 To have a clear understanding of the Wolves Foundation core vision, mission and objectives
- 🐾 Lead on the development of a clear theory of change for the Foundation, ensuring all programmes and impact measurement are aligned to strategic outcomes
- 🐾 Design and embed outcome measurement frameworks that align with the Foundations strategic priorities
- 🐾 Research, recommend and implement a CRM and programme booking system that supports participant registration and real-time data reporting
- 🐾 Create reports and visualisations to communicate impact to internal and external stakeholders
- 🐾 Lead on the collection, analysis and reporting of quantitative and qualitative data across all programmes
- 🐾 Work with partners and funders to meet reporting requirements
- 🐾 Ensure data systems are compliant with GDPR and safeguarding standards
- 🐾 Represent the Foundation at a range of internal and external meetings to promote the associated projects and role.
- 🐾 Build effective working relationships with internal and external key stakeholders.
- 🐾 To carry out any other reasonable duties as requested by the Foundation Director and your line manager.
- 🐾 Ensure a positive commitment towards equality and diversity by treating others fairly and not committing any form of direct or indirect discrimination, victimisation, or harassment of any description and to promote positive working relations amongst employees and customers.
- 🐾 The ensure positive commitment to sustainability and social action projects and targets in line with the Foundation's One Pack One Planet action plan.

Safeguarding responsibilities

- 🐾 To work alongside the Designated Safeguarding Lead (DSL) and HR Manager to ensure safeguarding standards are met and maintained.
- 🐾 Keep own CPD, knowledge and skills up to date in relation to our area of delivery and management.
- 🐾 Responsible for structuring adequate quality assurance for their department.

This role involves working with children and/or adults at risk in a Regulated Activity (or in close proximity to children and/or adults at risk). This means that the post-holder is required to apply all relevant policies and uphold the Club's commitment to safeguarding children and adults at risk.



General responsibilities

- 🐾 Compliance with Wolverhampton Wanderers Foundation Policies.
- 🐾 Compliance with Wolverhampton Wanderers Foundation health & safety procedures.
- 🐾 Compliance with Wolverhampton Wanderers Foundation safeguarding policies.
- 🐾 Champion the club and Foundation values at all times.
- 🐾 To maintain professional conduct at all times.
- 🐾 To undertake other duties as may be reasonably expected.

Contractual Information

- 🐾 Due to the nature of your role, there will be an occasional requirement to work evenings and/or weekends which will be directed by your line manager.

Key relationships

- 🐾 Wolves Foundation Senior Leadership Team.
- 🐾 Foundation Management Team.
- 🐾 Head of Head & Governance
- 🐾 Grants & Project Performance Officer
- 🐾 Local stakeholders/partners.
- 🐾 Trustees.



Person Specification

Job Title: Data, Impact and Insights Manager

Knowledge: the level and breadth of knowledge to do the job	Essential	Desirable
🔧 Proficiency in using Microsoft Office packages such as Microsoft Outlook, SharePoint, Word, Excel.	✓	
🔧 Advanced data visualisation tools (Power BI)	✓	
🔧 Effective data management.	✓	
🔧 Knowledge of effective data analysis techniques and report management.	✓	
🔧 To understand the vision, mission, and values of the Foundation to implement these with participants.	✓	
🔧 To have knowledge of how effective data analysis contributes to the Foundation theory of change and objectives.		✓
🔧 Knowledge of Wolverhampton's local context and communities		✓
Technical/work-based skills: skills specific to the job	Essential	Desirable
🔧 Strong IT and presentation skills	✓	
🔧 Excellent customer service and communication skills	✓	
🔧 Ability to manage your own workload and effective time keeping	✓	
🔧 Excellent communication and stakeholder engagement skills, with the ability to train and support colleagues in data collection and reporting	✓	
🔧 Ability to translate complex data into accessible insights, reports and stories to a range of audiences	✓	
🔧 Analytical and critical thinking skills, with a proactive approach to identifying gaps, trends and opportunities	✓	
🔧 Knowledge and/or experience of working with Salesforce and/or VIEWS		✓
General skills and attributes	Essential	Desirable
🔧 Availability for flexible working hours	✓	
🔧 Ability to work effectively independently or as part of a team	✓	
🔧 Committed to making a positive impact to beneficiaries	✓	
🔧 Resilient and compassionate	✓	
🔧 Excellent problem solving skills	✓	
🔧 An energetic team worker	✓	
🔧 A strong set of values that meets the organisations own values	✓	
🔧 Safeguarding reporting procedures		✓
Experience: proven record of experience in a particular field, profession, or specialism.	Essential	Desirable
🔧 Experience of effective data analysis	✓	
🔧 Experience of data report writing and presentations	✓	
🔧 Experience of managing a data function		✓
🔧 Experience in working within the charitable sector		✓
🔧 Familiarity with the PLCF and/or PL data requirements and KPI's		✓
Qualifications: the level of educational, professional and/or occupational training required	Essential	Desirable
🔧 Post-holder will be subject to a DBS check at the appropriate level and cleared by the Wolves Head of Safeguarding	✓	



🛡️ Certified data analysis accreditation		✓
🛡️ Post-holder must hold a valid driver's license free of penalties and ownership of own vehicle.		✓
🛡️ Post-holder to be educated at degree level or higher in a relevant area.		✓
🛡️ Management of Leadership qualification		✓

NB: This job description and personal specification is intended to be a general guide to the scope of the duties and not an inflexible specification.