Irish Red Cross: Data & Results Manager (https://www.activelink.ie/node/114853)

Crois Dhearg na hÉireann
Irish **Red Cross**

JOB DETAILS

Title: Data & Results Manager

Duration: Two year fixed term

Salary: €52,500 – €56,000
This role is assigned to the Job Family of: Programme / Project Manager. The Irish Red Cross has 6 Job Families: Secretary General; Senior Manager; Programme/Project Manager; Coordinator; Development & Admin; Administration.Head of Compliance & Legal

Reporting to: Head of Compliance & Legal

BACKGROUND INFORMATION

The Irish Red Cross Society (IRC) is part of the world's largest independent humanitarian network, the International Red Cross and Red Crescent Movement. The IRC is committed to and bound by its Fundamental Principles of Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity and Universality. The vision of the Irish Red Cross is to a leading humanitarian organisation in a world where people's essential humanitarian needs are provided for. Our mission is to provide humanitarian assistance, both at home and abroad, to those most in need and to inspire policy and attitudinal change.

SUMMARY OF ROLE

The Data & Results Manager will work closely with the senior management, Secretary General and other Programme/Project Managers to drive forward and define the framework and operational processes by which our progress in implementing our strategy can be analysed, assessed and communicated through our data. This role is a newly created one within the organisation and is an important anchor-point in a new organisational approach to how we identify, measure, collect, manage, analyse and report on data (both quantitative and qualitative).

The successful candidate will work closely with senior managers to provide actionable insights that drive IRC's strategic direction. This is an excellent opportunity to play a central role in transforming our approach to data in line with our digital transformation initiatives.

ROLE RESPONSIBILITIES

- **Results Framework:** Develop master Irish Red Cross results-framework that can encompass any further 'sub-frameworks' (that may be customised for specific time-bound projects) as needed. Includes**:**
  - A rapid analysis of our new strategy and the 2025 operational plans from senior managers to identify which data needs to be collected to effectively measure and support IRC's objectives, programmes and impact.
  - A rapid review & assessment of data currently collected across the organisation, with a focus on what is needed to assess progress of operations plans, to understand quality, completeness and relevance, and to identify any key gaps.
- **Data Touchpoints:** Identify key data touchpoints across systems and processes and map them, working with colleagues to create dashboards using Power BI or similar with the purpose of ensuring seamless flow and integration of data throughout the organisation.
- **Data Standards:** Working in collaboration with colleagues define a set of data standards (e.g. accuracy, consistency and completeness) which will be the responsibility of Managers to ensure adherence to across all departments and activities.

- **Data Lifecycle Management:** Contribute to the development of guidelines for the organisation in terms of the data life-cycle approach (from collection and usage to archiving and deletion) so that data is handled, stored and disposed of in compliance with best practices.
- **Data Cataloguing for Data Warehouse:** Support and assist the IT team and relevant departments in preparing data for the planned Data Warehouse.
- **Data Analysis & Reporting:**
  - Analyse data and design dashboards to present complex data in a clear, interpretable format that supports data-driven decision-making.
  - Lead the development of reports and dashboards that provide actionable insights for senior managers and key decision-makers across the organisation.
  - Prepare such reports for the regular senior managers and board reporting timelines (ca every 2 months).
  - Analyse trends, key performance indicators (KPIs) and other relevant metrics to assist in assessing the impact of our programmes and identifying opportunities for improvement.
  - Translate complex data findings into clear, actionable insights, ensuring that both technical and non-technical stakeholders can understand and act on the data.
  - Help colleagues to use data to help Irish Red Cross measure its impact, track progress toward goals and continuously improve operations and programmes.
- Work actively towards the achievement of the Irish Red Cross goals.
- Undertake training and development as required
- Abide by and uphold the Principles of the International Red Cross Red Crescent Movement.
- Undertake any other reasonable work-related duties and responsibilities assigned by the relevant line manager that are consistent with the nature of the job and level of responsibility.

ROLE REQUIREMENTS

Essential Criteria

- Proven demonstrable experience in data management, analysis and interpretation.
- Strong understanding of data governance incl. data standards, policies and data lifecycle management.
- Experience in developing and measuring KPIs and presenting data reports, analysis and dashboards that enable informed decision-making at the senior management level.
- Ability to analyse trends, KPIs and other metrics to evaluate programme effectiveness and impact.
- Proficiency in data tools and data visualisation platforms e.g. Excel, Power BI.
- Excellent written and verbal communication skills to engage with stakeholders at all levels and present data insights clearly.

Desirable Criteria

- A degree in Data Science, Information Management or a related field is desirable.
- Familiarity with data cataloguing and data warehouse management.
- Applicable experience in the non profit / charity sector or working within membership or volunteer led organisations.

FURTHER INFORMATION

The Irish Red Cross offers the following benefits in addition to salary

- A 5% employers' contribution to a company contributory pension scheme
- Closure of the office on Good Friday, plus two additional 'privilege days' to be used at Easter and Christmas respectively.
- Death in Service benefit of four times salary
- Flexible working hours, including opportunities for hybrid working.
- Further education, training and learning supports
- Professional subscriptions (as applicable)
- Travel (bike-to-work schemes/tax saver commuter tickets)

The Irish Red Cross is an equal opportunities employer. We value diversity and aspire to reflect this in our workforce. We welcome applications for people from all sections of the community, irrespective of gender, civil status, family status, sexual orientation, religion, age, disability, race or membership of the Traveller community. This role requires applicants to have the right to work in Ireland - this is the responsibility of the applicant and evidence may be required.

APPLICATION PROCESS

To apply for this role, please forward a copy of your CV, together with a cover letter setting out how you meet the essential and desirable criteria for this role to: jobs@redcross.ie (mailto:jobs@redcross.ie)

Your email should contain Data & Results Manager in the subject line. Applications should be in .pdf or MS Word format, and with file names in the following format: **<Surname>, <First name> - CV and <Surname>, <First name> - Cover Letter**

The closing date for applications is Tuesday 22nd April at 9am

Shortlisting for interview will be on the basis of the criteria for this role.
It is intended to hold initial interviews for this role in the week commencing 28th April.
Please note that there may be a second round of interviews.

Region
Dublin

Date Entered/Updated
2nd Apr, 2025

Expiry Date
22nd Apr, 2025

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