

Data Analyst

Job description

It will take a society to beat dementia. Alzheimer's Society.



Who we are

Dementia is the UK's biggest killer. One in three people born in the UK today will develop dementia in their lifetime.

At Alzheimer's Society, we're the UK's leading dementia charity and the only one to tackle all aspects of dementia by giving help and hope to people living with dementia today and in the future. We give vital support to people facing the most frightening times of their lives, while also funding groundbreaking research and campaigning to make dementia the priority it should be.

Together with our supporters, we're working towards a world where dementia no longer devastates lives.

Our values

Our values tell everyone who we are as an organisation.

Our values make sure that our focus is clear for the challenges and opportunities ahead and remind us of what we all stand for.

Our values are evident in everything we do, how we do it and how we work together.

These are not just words on a wall, we live these every day in all our work. We are determined to make a difference when and where it matters most, by being passionate, focussed and making a lasting impact for people affected by dementia.



Determined to make a difference

We're passionate, we're focused and we make a lasting impact for everyone living with dementia.



Trusted expert

We're listening, we're learning and we use experience and evidence.



Better together

We're open, we combine our strengths and we achieve more together.



Compassionate

We're kind, we're honest and we don't shy away from challenges.

Through our values we will make the greatest difference for people affected by dementia. Whether you are someone living with dementia, a family member or carer, a supporter, a donor, a colleague from another organisation, an employee or a volunteer, these four values will shape your experience with Alzheimer's Society.

Data Analyst

Position in the organisation

Reports into one of our Data Managers

Member of our Data team.

Part of our Technology directorate.

Purpose of this role

At Alzheimer's Society we are advisors, supporters, fundraisers, researchers, influencers, communicators, technical specialist and so much more. We are volunteers, we are employees, and together we are here to make a difference to the lives of people with dementia and their carers.

The Data department is the engine behind data-driven decision-making at Alzheimer's Society. We provide colleagues across the organisation with the reporting, dashboards and analysis they need to understand performance, allocate resources effectively, and demonstrate impact — all in service of our mission.

As a Data Analyst, you will play a hands-on role in turning data into clear, reliable and actionable insight. You will design and maintain dashboards and reports, respond to analytical requests, and work closely with colleagues to understand their data needs and help them make better-informed decisions.

This is a flexible role that can be deployed across different teams and workstreams within the Data department as organisational needs evolve. We are looking for someone with strong core analytical skills who can apply them effectively in different contexts — whether that's services reporting, fundraising, workforce data, research or any other domain. Domain-specific knowledge is not required; we will provide context and support to enable you to get up to speed quickly.

We are looking for someone who exemplifies our values, someone who is: **Determined to make a difference** when and where it matters most. **A trusted expert** who believes in working **Better together** and demonstrates true **Compassion**.

Key accountabilities and responsibilities

Reporting and dashboards

- Design, build and maintain Power BI dashboards and reports that give colleagues across the Society clear, accurate and timely visibility of organisational performance.
- Translate business requirements into well-structured, user-friendly reporting solutions, working with stakeholders to understand their needs and iterating on feedback.
- Ensure dashboards are reliable, well-documented and accessible, applying consistent standards for layout, naming and version control.
- Proactively identify opportunities to improve or consolidate existing reports, reducing duplication and improving the quality and usability of our reporting suite.
- Support the development of self-service reporting capabilities, enabling colleagues to explore data confidently and independently.

Data analysis and insight

- Respond to ad-hoc analysis requests from across the organisation, delivering clear and well-presented findings that answer the business question at hand.
- Use SQL to extract, transform and query data from organisational data sources, ensuring analyses are accurate, reproducible and well-documented.
- Present findings in a way that is accessible to non-technical audiences, using data storytelling techniques and visualisation best practices.
- Identify trends, anomalies and patterns in organisational data, proactively surfacing insights that can inform decision-making.

Data management and quality

- Work with data in Excel and Google Sheets as well as structured databases, applying strong data hygiene practices throughout.
- Collaborate with the Data Governance and Quality team to flag data quality issues identified through analysis, supporting root cause investigation and resolution.
- Help maintain clear documentation of data sources, definitions and methodologies used in reports and analyses.
- Handle data responsibly and in accordance with the Society's data protection policies and UK GDPR obligations.

Stakeholder engagement

- Build effective working relationships with colleagues across the Society, acting as a reliable and approachable point of contact for data and reporting needs.
- Work collaboratively with teams to scope analysis requests, manage expectations and communicate timelines and outputs clearly.
- Contribute to a culture of data-informed decision-making, helping colleagues understand and trust the data available to them.
- Participate in team meetings, showcases and knowledge-sharing sessions, contributing to the continuous improvement of the team's ways of working.

We are looking for someone who can...

- Adhere to all the Society's service standards, policies and procedures.
- Comply with the data protection regulations, ensuring that information on clients remains confidential.
- Be responsible for personal learning and development, to support the learning and development of others and the whole organisation.
- Work in a manner that facilitates inclusion, particularly of people with dementia.
- Implement the Society's health and safety policy and procedures, ensuring that all practices and procedures are undertaken in accordance with a healthy and safe working environment and that all staff and volunteers for whom you may be responsible are aware of their responsibilities in respect of their role, monitoring data and recommending action as required.
- Administrate and organise own work to ensure that it is accurate and meets quality targets, reasonable deadlines, and reporting requirements.
- Follow the Society's management information guidelines and requirements, including ensuring appropriate monthly measures on service usage levels are collected and submitted on the services database or other systems in accordance with deadlines.

Person specification and selection criteria

Skills & knowledge	Application (A) or Interview (I)
Strong experience in an analytical role, with a track record of delivering reporting and insight to a range of stakeholders.	A
Strong Power BI skills, including experience building and maintaining dashboards, writing DAX measures and working with data models.	A
Proficiency in SQL for querying and transforming data from relational databases.	A/I
Confident use of Excel and/or Google Sheets for data manipulation, analysis and presentation.	A
Ability to translate business questions into analytical approaches and present findings clearly to non-technical audiences.	A/I
Good understanding of data quality principles and a careful, methodical approach to working with data.	A/I
Strong communication skills, written and verbal, with colleagues at all levels of seniority and technical expertise.	A/I
Ability to translate business questions into analytical approaches and present findings clearly to non-technical audiences.	A
Good understanding of data quality principles and a careful, methodical approach to working with data.	A/I
Strong communication skills, written and verbal, with colleagues at all levels of seniority and technical expertise.	A/I
Strong problem-solving and analytical skills, as well as high attention to detail and quality.	A/I

Competencies & personal attributes	Application (A) or interview (I)
Be a team player, supporting colleagues when there are deadlines, and who knows when to ask for help themselves.	A
Be a self-starter and incredibly motivated.	A
Excellent organisational and timekeeping skills.	A
Excellent attention to detail.	A

Non-judgemental communication	A
Commitment to and understanding of equal opportunities	A
Understanding of the inclusion agenda and its relevance within a diverse society	A

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Criminal Record Check

This post may be subject to a satisfactory Criminal Records Check, from either the Disclosure and Barring Service (England & Wales), Disclosure Scotland Check (Scotland) or AccessNI (Northern Ireland). Please select the level of Check required for this role:

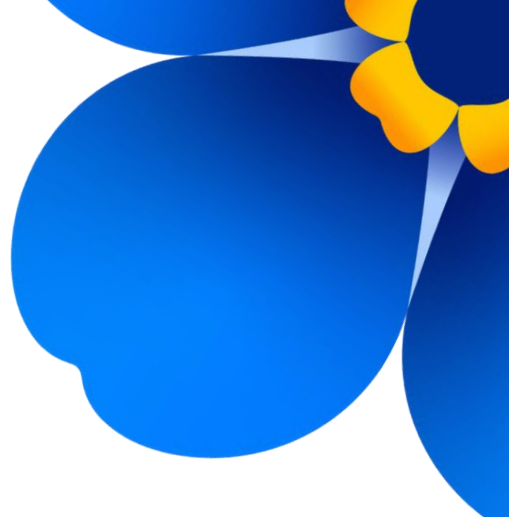
Basic

Enhanced

Not Applicable

Candidates - If you require further information regarding Criminal Records Check, then please contact: [**careers@alzheimers.org.uk**](mailto:careers@alzheimers.org.uk)

Hiring Managers - If you require further information regarding Criminal Records Check for this role, then please contact: [**Employeesupport@alzheimers.org.uk**](mailto:Employeesupport@alzheimers.org.uk)



Our benefits



Financial Security

- Group Personal Pension Plan with Scottish Widows – with up to 8% employer contributions rate
- Life Assurance Scheme – two times your annual salary
- Society Plus and Smart Spending App – giving you unbeatable savings at hundreds of retailers



Health & Wellbeing

- Health Cash Plan
- 24/7 Employee Assistance Programme including online and face to face cooselling
- Discounted gym membership with Society Plus
- Lived Experience Networks
- Mental health app and unlimited therapy



Personal Development

- Apprenticeships
- Leadership development programme
- Financial support towards relevant professional qualifications



Family & Dependants

- Enhanced family leave - 16 weeks paid for all parents
- Paid time off work for fertility treatments for both partners
- Paid carers leave
- Paid dependants leave
- Paid compassionate and bereavement leave
- Paid time off work to support those transitioning



Recognition

- Annual people awards
- Long service awards
- Thank you eCards
- Values Hero and Society Legend Awards



Work Life Balance

- Annual leave of 27 days increasing to 30, plus bank holidays
- Career breaks of up to 3 months
- Flexible working
- Wellbeing leave