

# Advert

## Inverness Badenoch and Strathspey Citizens Advice Bureau



Job Title	<b><u>Data &amp; Performance Project Worker (Macmillan Project)</u></b>
Location	Inverness
Salary	£36,762 – £40,718 (Pro-rata £22,057 - £24,430)
Hours	Hours: Part-Time, 0.6 FTE (21 hours per week)
Responsible to	Deputy Chief Officer - Major Projects
Line Manager Responsibility	No
Budget Responsibility	No
Closing Date	Friday 15 <sup>th</sup> May 2026
Interview Date	Tuesday 26 <sup>th</sup> May 2026

## Purpose of Role

The Data & Performance project worker is responsible for developing and maintaining the "reporting engine" for the regional Macmillan grant. The role ensures that the data flow from across Scotland—including Dundee, Aberdeen, Fife, and the Highlands—is consolidated into high-quality insights. You will bridge the gap between frontline advice (Welfare Benefits and Financial Health) and formal funder requirements, ensuring that every outcome is captured to demonstrate the project's impact on those living with cancer.

## Key Responsibilities

### Data Architecture & Consolidation

- Implement a standardised data collection framework that synchronises reporting across 14 different delivery partners.
- Integrate historical data from the previous advice projects into the new unified regional project database to allow for longitudinal impact analysis.
- Ensure the data infrastructure supports the "new" project's goal of providing seamless Welfare Benefits and Financial Health advice.

### Performance Monitoring & Risk Analytics

- Support the DCO to proactively monitor Key Performance Indicators (KPIs) to identify regional variations in service delivery or "bottlenecks" in the advice process.
- Provide the DCO with real-time, comprehensive views of workstreams to support proactive performance monitoring and contingency planning.
- Identify weaknesses in data quality among Delivery Partners and provide technical guidance to ensure they maintain the levels of competence required.

### Funder Compliance & Reporting

- Support the DCO to ensure formal reporting mechanisms to Macmillan Cancer Support, ensuring returns are accurate, timely, and outcome focused.

- Support the DCO to analyse and translate complex service data into brief, clear summaries for the Chief Executive and the Funder to demonstrate strategic alignment.
- Maintain rigorous governance and controls over project data to meet both internal and Funder audit requirements.

## Strategic Insight & Sustainability

- Identify "lessons learned" through data trends to drive continuous improvement in service design and efficiency.
- Supply the statistical evidence needed to support the strategy for sustaining the project with mainstream funding from Government or statutory agencies beyond the initial 36-month term.
- Support the DCO to coordinate with teams to create data-driven implementation plans that drive accountability across the dispersed regional network.

## Person Specification

### Essential - Knowledge, Skills, and Experience

#### Data Management:

- Proven track record in managing data within a programme or portfolio context.
- Ability to summarise information clearly for a wide range of stakeholders.
- Technical Proficiency: Must possess excellent Microsoft suite skills for complex data manipulation and have significant experience using Microsoft Teams to coordinate and engage with a dispersed regional workforce. Experience in producing performance reports.

#### Time Management:

- Ability to work to tight deadlines and manage competing priorities across multiple workstreams.
- This post is central to a developing project, and as such, the post holder will be expected to remain flexible and adapt their approach to meet evolving operational requirements and project conditions.

### Desirable

Professional Certification: Qualifications such as PRINCE 2, PMP, or specific Data Analysis certifications.

Sector Experience: Knowledge of the voluntary sector, or local government data structures.

### Additional requirements

Basic Level 1 Disclosure required

### How to Apply

For detailed information [or](#) to download an application form, please use the link on the advertising website [or](#) go direct to [Careers | Inverness Badenoch and Strathspey Citizens Advice Bureau](#) to view this post and access an application pack on our website

All applications should be returned to [HR@invernesscab.org](mailto:HR@invernesscab.org)

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For further information, please contact: [Ashley.Young@invernesscab.org](mailto:Ashley.Young@invernesscab.org)

Deputy Chief Officer - Major Projects

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