

**MARCHES ENERGY AGENCY**  
**The Pump House**  
**Coton Hill**  
**Shrewsbury**  
**SY1 2DP**



## **Data and Reporting Manager – £22,185 - £23,740**

### **About Marches Energy Agency**

Working together for energy efficient homes, Marches Energy Agency - [www.mea.org.uk](http://www.mea.org.uk) - have nearly 25 years of experience in helping householders keep warm and well at home. We are an independent, Shropshire-based charity with a remote staff and reach across the Midlands. We offer a niche role in the housing landscape that combines a people-centred approach with the energy savings aspects of their house, and are opening exciting opportunities with a wide range of partners, around health, social care, home energy efficiency and climate change.

Vulnerability is around age – both old and young – health and limited financial means, all of which can make keeping warm at home a challenge. There are still too many people living in these conditions. These people are at the centre of our work. In addition, with our climate emergency we stand on the cusp of a huge transformation in the way we think about and use energy in our homes.

As our service continues to develop, our friendly team is now seeking to add enthusiastic, motivated and compassionate staff to help us grow and address these challenges. They will join around 20 staff, office based and working remotely across the Midlands.

Our values are:

- Compassionate towards those we are helping, and determined to make a difference.
- Honest and open in all our work.
- To build trust with those we are seeking to support, in partnership with other organisations and internally with staff.
- Through this to accelerate change for the better

### **The role:**

We are looking for a Data and Reporting manager to help us capture, synthesise and share information and impact in a clear and robust way. This will be principally through using our newly developed Microsoft Dynamics CRM. Our audiences are Local Authorities, health care organisations, central Government, installers and other charities, as well as individual householders and community groups interested in our work.

The post holder will:

- Work with Project Managers to help design user friendly procedures to capture the information required by funders and by the organization,
- Support Project Managers to produce reports,
- Support staff with day to day data and reporting queries,
- Act as the main point of contact for our Dynamics developer and work with them to ensure the CRM continues to evolve to meet our needs,
- Undertake more basic or routine changes to the development of the CRM,
- Help leaders understand the potential new approaches and tools, such as Power BI,
- For a major new programme to improve home energy efficiency across our project areas; work closely with the project team to analyse data from a range of sources (for example research data and Energy Performance Certificate Data) and present it clearly.

The post is for one year initially then ongoing employment will be subject to funding, however a strong candidate will be part of our dedicated staff team seeking to deliver strongly and ensure a secure funding base for future work.

**Person specification:**

We are looking for you to:

- Be a skilled and confident data analysis tools,
- Knowledge and experience of Microsoft Dynamics CRM would be beneficial, however a willingness and aptitude for working with our bespoke system, including basic development, is essential,
- Be able to communicate clearly and constructively with staff, helping them to master new technology and skills,
- Have a problem-solving, creative and 'can do' approach,
- Be a hard worker, managing a busy workload unsupervised, and meeting deadlines,
- Relevant work experience gained either through the charitable, public, or business world would be an advantage. However, the post could suite an ambitious recent graduate or agile professional seeking a new career in the charity sector,
- Have an understanding of home energy efficiency or be willing to gain a basic understanding of the area,
- Show a commitment to our core values,
- Be based in the Midlands, ideally our one of our project areas of Shropshire, Telford & Wrekin, Derby, Derbyshire or the Black Country

**Training:** On the job training and support will be provided to you. There may be opportunities to attend short training courses.

**Pay:** £22,185 - £23,740 pro-rata per annum; optional employer pension of up to 5%; work travel costs paid; opportunity to benefit from a team-related annual performance bonus.

**Location:** Home working/ MEA's Shrewsbury office

**Hours of work:** 22 - 37.5 hours per week, subject to candidate preference and the results of a wider recruitment exercise

**Leave:** 24 paid days pro-rata per annum + bank holidays.

**Duration:** One-year contract with opportunity to extend further, subject to funding.

**Application process:** Send CV and covering letter explaining why you are interested in the position and how you meet the full job description and person specification to [philiptowers@mea.org.uk](mailto:philiptowers@mea.org.uk) by Wednesday 26 May 5pm

**Interviews:** Monday 7 June