



Gauge O Guild

Data Analyst – Role Description

The appointment of a volunteer **Data Analyst** is a new role within the **Gauge O Guild** and as such, should evolve as the role develops.

The **Gauge O Guild** currently collects membership statistics, data about the services we provide and financial data all of which is made available to the membership.

To ensure the sustainability of our organisation, it is important to check if we are collecting the right data and interpreting it accurately and objectively, identifying any important trends to inform our decision making.

1. The new data analyst will therefore:

- a. Review the data we currently collect
- b. Identify any additional data which may inform the organisation about its successes or areas for improvement
- c. Monitor data quality and identify variables / external factors which influence the data over time.
- d. Collate information from the various sources and identify patterns
- e. Interpret the data based on those patterns
- f. Use the data to predict any trends we should be aware of; for example that may impact on membership numbers or financial stability
- g. Communicate the data analysed in easy to understand formats such as diagrams and graphs
- h. Share reports with the Management Committee and assist with preparing reports for the membership
- i. Assist with identifying ways to alter a trend in order to increase membership or increase financial stability

2. To achieve this, the data analyst will:

- a. Work alongside various members of the Management Committee as required.
- b. Be given support and guidance if required by the Guild Secretary and Treasurer.
- c. Be given access to the current data we collect
- d. Be made aware of all the reports currently shared with members
- e. Have previous experience of analysing data and interpreting the findings
- f. Have experience of writing clear and concise reports which are easy to read
- g. Be a good communicator

Any questions?

Contact the Guild Secretary, John **E**vans or Guild Treasurer, Malcolm **H**ector via:
secretary@gaugeoguild.com or malcolmhector.gog@gmail.com

V1 2025 03 11 JK