**ROLE DESCRIPTION – RESEARCH AND DATA VOLUNTEER**

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Position: Research and Data Volunteer

Reporting to: Centre Manager

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Rape Crisis Surrey & Sussex (RCSAS) are looking for a volunteer to assist with producing a report on the impact of our specialist services. The right person will ideally have experience in data analysis and reporting, either in a professional or academic capacity.

RCSAS was founded in 2014 through the Ministry of Justice commitment to fund 13 new Rape Crisis Centres in areas of need and first started seeing clients in the summer of 2015. Over the first two years of operation we have supported over 600 women and girls living or working in Sussex and Surrey. We aim to improve the lives of women and girls affected by sexual violence and abuse. Our vision is a world where women and girls live free from the fear and experience of sexual violence, so we also aim to end all forms of sexual violence.

We have a small team of dedicated, experienced and friendly staff and volunteers based at our centre in Crawley. This is a fantastic opportunity to support the work of a new, dynamic charity committed to ending violence against women and girls. Come and join us!

**Role purpose:** to analyse anonymised service data and support the production of an impact report

**Key tasks:**

* Identify lines of enquiry for an impact report, in discussion with Centre Manager
* Assess and clean anonymised service use data
* Analyse data to understand the most important areas of insight
* Present data in a concise but compelling way in order to tell a story with the data
* Use data to create appropriate visual representations of service use and trends

**Skills and experience required:**

* Intermediate-to-advanced user of Excel and PowerPoint – expertise with advanced visualisation or data analysis software is a plus
* Experience in data analysis and interpretation
* Experience of research within a voluntary or public sector setting is a plus
* Commitment to the values of RCSAS and to ending violence against women and girls
* Ability to maintain strict confidentiality within the organisation

**What we ask for:** Flexible commitment, ideally one or two days a week for approximately six weeks in July and August based at our office in Crawley.

**What we offer:**

* An induction and introduction into the work of Rape Crisis
* Reasonable out of pocket travel expenses will be reimbursed
* Ongoing support as part of a friendly, committed team.

For more information and to apply, please contact Natalie Brook, Centre Manager, on [manager@rcsas.org.uk](mailto:manager@rcsas.org.uk) or 01293 538477. **Deadline: Monday 24 July 2017 at 5pm.**