

Volunteer Role Profile



Volunteer Role	Data and Reporting Placement Volunteer
Volunteer Manager	Laura-Jane Kerr
Where you will be based	Other

Why we want you

The volunteer products, systems and data team are responsible for data captured by our volunteer management system and are in the process of building a suite of reports to provide insights around the volunteering journey and other aspects of how our service operates.

As part of this we are looking for a data and reporting placement volunteer who can help us to build one of a few potential reports with guidance and training from our data reporting analyst.

As an example of the kind of reports you may be asked to build (experience dependent), we are looking at how we track department spending to improve forecasting, this would involve data capture and storage, data modelling and visualisation of the data using power Bi.

This role would suit someone who has some experience of working with data in Power Bi or Microsoft Excel. Experience with Power Query would be beneficial, but training can be provided.

Location Home-based or from nearest British Red Cross office if required.

Department Volunteering and Youth

Hours This placement will last a maximum of 12 weeks volunteering up to 3 days each week. The volunteering hours are negotiable to balance your needs and what can be achieved in the role.

What you will be doing

- Using British Red Cross system data to build a Power Bi report
- Liaising with stakeholders of the report to gather requirements
- Capturing and storing data in accordance with current processes
- Attending regular team meetings and providing updates on progress of project.

The skills you need

- You need to have good interpersonal, diplomacy, communication and teamwork skills although full training can be given for any technical

requirements. We keep the beneficiary at the heart of what we do, working to understand their needs and the difference we make

- Proficient in working with data (MS Excel, Power Bi or other data visualisation tools)
- Attention to detail and diligence when it comes to understanding data and resulting insights
- Experience with Power Query, DAX, SQL or similar data querying language (desired but not essential)
- Ability to gather and understand the requirements of stakeholders

What's in it for you

- A full induction, with ongoing support and supervision throughout your placement
- Access to relevant in-house training and development opportunities, including British Red Cross intranet site, e-learning facility and one-to-one career sessions or career development workshops
- Valuable exposure to the work of the Red Cross in the UK and around the world
- A great opportunity to develop your existing skills and to gain new ones
- Reasonable travel and lunch expenses paid
- Being a volunteer for the British Red Cross means that you can proudly say you are part of the world's largest humanitarian organisation, and one of our 13 million volunteers across the world