



Job Description

Graduate Data Researcher

Reporting to: General Manager

BACKGROUND

Mull and Iona Community Trust (MICT) is involved in a wide range of socio-economic development projects and delivering services ranging from affordable housing, renewable energy, countryside rangers, forestry, economic development, infrastructure, community transport, recycling, energy efficiency and other environmental projects.

These projects when conceived require data to inform reports, business plans and funding applications. In some cases data already exists but requires online search to locate it. In other cases data is only available on a wider area basis, like the local authority or national level.

MICT also supports other island based groups by sharing such data and signposting to external locations.

This post is supported by grant funding from Highlands and Islands Enterprise and is in part to help our community recover from the effects of the Covid-19 lockdown

PURPOSE OF THE JOB

The purpose of this job is to create a Databook containing a comprehensive set of statistical and other information relating to Mull and Iona. The Databook will be indexed to provide links to sources so that it can be updated in future as information is changed.

The Databook will be stored in a folder on the MICT cloud based server which will provide easy access for MICT staff and the ability for sharing with others outside of the MICT domain.

KEY ACTIVITIES & RESPONSIBILITIES

Reporting Directly to the General Manager, the post holder will be supported by the rest of the staff team as well as our volunteer directors. We have access to a range of support networks to help identify and gain access to sources of information.

The post holder will work within a team of staff and volunteer Directors and in consultation with other island groups and businesses will scope out the extent of the Databook. This initial work will effectively produce the Contents list for the Databook.

With the scope established, the focus will move to searching online and downloading relevant information and data, contacting stakeholders who can help add to the online searches. In some instances surveys and discussions with external organisations like National Records of Scotland, Office for National Statistics, A&BC and HIE will be necessary to compile data not already available.

Preparation of the Databook will require some analysis of data and will include Infographics to present data in a user friendly format which MICT Staff and others accessing the Databook can extract as required.

Topics to be included in the Databook will include but not be limited to: Population, Housing, Household income, Fuel poverty, Tourism, Business type/sector, Geographical, Health, Transport etc.

PERSON SPECIFICATION

General Skills – Essential

- Strong knowledge of Microsoft Office suite and in particular Microsoft Excel and Word
- Self-motivated and able to work on own initiative
- Good communication skills, by email, telephone and in person
- Good organisational skills
- Research skills, using a range of tools to find information

○

General Skills - Desirable

- Full car driving licence with access to a vehicle insured for business use
- Positive and friendly approach to the general public, business people, directors and colleagues
- Qualifications in relevant subjects e.g. Maths, English, Geography, Statistics, Social Sciences
- Effective verbal and written communication

TERMS OF EMPLOYMENT

<i>Salary:</i>	Grade 5 (range £22,592 - £24,694) per annum paid monthly in arrears by BACS
<i>Hours of Work:</i>	37.5 hours per week
<i>Length of Contract:</i>	12 months fixed term contract
<i>Annual Leave:</i>	33 days per year including public holidays
<i>Nature of Work:</i>	Evening and weekend work may be required therefore time off in lieu is given
<i>Place of Work:</i>	An Roth Community Enterprise Centre, Craignure. Some remote working may be considered, provided the candidate is based in the Highlands & Islands area.