



Health Data Analyst – Job Description

Reports to: Health Director (Board of Directors)

Purpose

To collect, analyse, and interpret health related data that supports Cleaner Bentham's programs, partnerships, and community initiatives. The Health Data Analyst will help translate data into insights that inform decision making, strengthen program design, and demonstrate the organisation's impact.

Key Responsibilities

Data Collection and Management

- Collect, organise, and maintain health and program data from internal projects, community initiatives, surveys, and partner organisations.
- Ensure that all datasets are accurate, complete, and securely stored in line with data protection requirements.
- Develop and maintain systems for tracking programme indicators, outputs, and outcomes.
- Support teams in establishing consistent data collection tools and processes.

Data Analysis and Reporting

- Analyse health and program data to identify trends, patterns, and insights that support evidence-based decision making.
- Prepare clear and accurate reports, dashboards, and summaries for the Operations Director, project teams, and the Board.
- Provide regular updates on program performance, community impact, and key health indicators.
- Translate complex data into clear findings that can be easily understood by non-technical stakeholders.

Program and Impact Measurement

- Support the monitoring and evaluation of Cleaner Bentham program by tracking agreed indicators and performance metrics.



- Assist teams in measuring outcomes and impact of health and community initiatives.
- Provide analytical support for project reviews and learning processes.
- Contribute data insights that strengthen program design and continuous improvement.

Compliance and Data Protection

- Ensure that all data management practices comply with UK data protection regulations and organisational policies.
- Maintain confidentiality and secure handling of sensitive health related information.
- Support the development of internal guidelines for responsible data use.

Grant and Partnership Support

- Provide data analysis and evidence required for grant applications, reports, and partnership documentation.
- Support the preparation of monitoring and evaluation reports required by funders.
- Work with Operations/Project teams to ensure accurate reporting of grant funded activities.

Decision Making Authority

- Provide analytical recommendations that inform operational and program decisions.
- Recommend improvements to data systems, monitoring frameworks, and reporting processes.
- Authorise technical accuracy of data reports and analytical summaries.

Commitments

- Ensure accuracy, integrity, and confidentiality in all data management and analysis activities.
- Support a culture of evidence-based decision making across Cleaner Bentham.
- Work collaboratively with project teams, operations staff, and leadership to ensure data is used effectively to strengthen program and community impact.



Success Measures for the Role

Success in this role will be demonstrated by:

- Accurate and well organised health and program data systems.
- Timely submission of data reports that support operational planning and governance.
- Clear evidence of program impact through strong data analysis and reporting.
- Effective support for grant applications and reporting through reliable data insights.
- Improved data collection and monitoring systems across Cleaner Bentham projects.
- Strong collaboration with program teams to ensure consistent and high-quality data practices.

These success measures are intended to support reflection, governance, and organisational learning. They do not constitute contractual obligations or employment guarantees.

Approved and Acknowledged

Role	Name	Signature	Date
For Cleaner Bentham	_____	_____	_____
Individual	_____	_____	_____