

University of Manchester Q-Step Summer Project 2016

Ref: #14 UoMQStep 2016 Pankhurst Trust Domestic Abuse

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Organisation Name: The Pankhurst Trust (Incorporating Manchester Women's Aid)

Team / Department: Central Services

Address: The Pankhurst Centre, 60-62 Nelson Street, Manchester, M13 9WP

Provisional title for project: Domestic Abuse Support Project Analysis

100 word abstract of what the project would probably undertake, and any data to be used:

The post holder will be responsible for the testing the capabilities of our new online reporting system. Working with each project lead, the post holder will test the reporting functions in relation to the funding requirements for each project, ensuring that the reports are accurate and fit for purpose. The post holder will need to take a problem-solving approach, seeking solutions to issues as they arise.

Other duties will include cleaning the data, performing system admin requests and advising project leads on how to best present their project data to a range of audiences. The post holder will also be required to support the analysis of service user data for 2015-16 using excel and performing comparison analysis with previous years.

Key words (up to 12):

Reports, accuracy, analysis, performance, testing, projects, funding, voluntary sector

Essential and desirable skills that the student would need to have:

Essential:

- Data analysis skills and experience of working with quantitative data;

- Excellent IT skills and confidence in using databases (particularly Microsoft Excel);
- Able to present data effectively;
- Excellent verbal and written communication skills;
- Able to identify problems and gaps in data;
- Problem-solving approach
- Able to work well on own initiative, self-starter

Desirable:

- Previous experience of producing and analysing reports;
- An understanding of the voluntary sector and the current funding and commissioning environment;
- Knowledge and a passion for the Violence Against Women and Girls sector
- Knowledge of domestic abuse including power and control

Knowledge of domestic abuse and power and control

Where the work would be carried out:

The Pankhurst Centre, as above

Preferred selection method (interview or other meeting):

Interview

Support and training offered by the organisation:

Project manager will offer regular supervision and guidance

Project manager and post holder will agree a project plan for the length of the placement which will be reviewed on a weekly basis.

Training offered in the IT system that they will be using and post holder will have the opportunity to participate in the organisational training plan which offers variety of training delivered by internal and external trainers on topics related to domestic abuse.

Any issues of data confidentiality and/or IPR that would need to be resolved:

Yes – ours is a confidential service for the victims of domestic abuse, therefore the post holder will have access to some highly sensitive data. The safety of our service users is of up most importance and the post holder should be aware of difficult nature of working with domestic abuse victims.

Supporting information:

This is an opportunity to work with a local women's charity, giving insight into a difficult but rewarding support area. This placement may suit an individual interested in working in this sector, other support services, social care, health or criminal justice.

Please note this position is offered in a women's organisation with exemption under the Equality Act (2010) and would seek a female student for this project.

Financial assistance offered by the organisation:

Expenses for in work travel (i.e. to attend external meetings) – this does not include travel to and from work.