

Data Manager Job Description



HOPE + OPPORTUNITY

Salary: £45 000 per annum
Location: South East (hybrid working – Up to Half Time in SE/ London)
Contract: 12 Month FTC, full time
Reports to: Head of Data and Performance
Organisation: Home and Future – South East Regional Care Cooperative

ABOUT HOME AND FUTURE

LEADING SYSTEM CHANGE TO DELIVER THE RIGHT LOCAL HOMES FOR CHILDREN AND YOUNG PEOPLE

Home and Future is one of the first two Regional Care Cooperatives (RCCs) to be established in England, developed in the South East following a recommendation from the Independent Review of Children's Social Care led by Josh MacAlister.

We are an independent, not-for-profit company bringing together 16 local authorities across the South East with one shared mission, to provide the right local homes, the right support, and the right workforce for our children and young people.

As we move from development into delivery, it's an exciting time to join us. We're now looking for a highly organised and proactive **Data Manager** to support our growing work. This role will be central to our data and insight function, from collecting and cleaning data, to submitting data returns to the Department for Education (DfE) and producing regular performance reports.

If you bring strong data and analytical skills, excellent communication skills, and a commitment to making a positive difference for children and young people, we'd be delighted to hear from you.

THE ROLE

PURPOSE OF THE ROLE

As a Data Manager, you'll be at the centre of Home and Future's operations as we move from development into delivery. Working directly to the Head of Data and Performance, you'll help drive the organisation's day-to-day operations by providing data analysis and insight, ensuring our teams have what they need to deliver real impact for children and young people and foster carers across the South East.

You'll be connecting with colleagues across the organisation and helping to build the strong operational foundations that will enable Home and Future to grow and succeed.

You will be involved in:

- Data collation, cleansing and reporting: Keeping our Customer Relationship Management (CRM) system accurate and up to date.
- Collaboration: Working closely with the Head of Data and Performance, Head of Fostering, delivery leads, and partners to support well-coordinated data collection and analysis across all areas of the organisation.
- Continuous Improvement: Helping us refine our processes, strengthen our ways of working, and build a high-performing, well-organised organisation ready for the next stage of delivery.

Responsibilities, Activities and Duties

- Lead on the collection of data from Local Authorities for each aspect of the fostering journey – from enquiry to approval, including deregistration's and ad hoc requests from the DfE. (Department for Education)
- Ensure data collected is accurate, up to date and of good quality through developing quality and exceptions reporting and carrying out regular data checks.
- Ensuring that data collection and reporting is in-line with agreed DfE data standards and definitions.
- Lead on delivering aggregate and person-level returns to the DfE, ensuring returns are accurate and pass DfE validation processes.
- Lead on the collation and merging of datasets (where currently data is kept in separate systems) into one central location for analytical purposes.
- Lead on the data migration from Local Authority (LA) CRMs to the Regional CRM, liaising with LA data and IT teams and the CRM supplier to ensure successful migration of data.
- Lead as the first point of contact for the regional CRM troubleshooting and training for the regional hub users.
- Lead on developing a performance dashboard for the regional fostering hub, ensuring that the Regional Fostering Hub has access to Key Performance Indicators to track and monitor performance.
- Collating and analysing data for any ad hoc tasks requested by the Regional Fostering Hub, sub regional leads, Local Authorities and DfE.
- Work closely with other colleagues to include Marketing, Finance and senior management.
- Write reports and prepare presentations on hub performance as well as forecasting.
- Work with internal and external stakeholders.

Knowledge and Experience

Essential:

- Experience in a performance, insight, data or analytical role within local government, the wider public sector, or a similarly complex organisation.
- Advanced Excel skills and experience using Power BI or similar reporting and dashboard tools.

- Excellent communication and inter-personal skills, effective in briefing, negotiating with and influencing stakeholders at all levels.
- Experience of supporting and maintaining a database or reporting and analysis system.
- Experience producing clear, concise and decision-ready outputs for senior audiences, including dashboards, briefings, reports or data packs.
- Experience working cross-functionally with services, corporate teams, programme colleagues and stakeholders to resolve data, reporting or performance issues.
- Understanding of the importance of maintaining confidentiality and the protection of personally identifiable information.
- Awareness of information governance and security in relation to data collection and sharing.
- Ability to build positive working relationships and work collaboratively with colleagues at all levels.
- Use data to inform regional market strategies and inform the regional and subregional sufficiency strategies.
- Use data to support with the regional financial functioning and forward planning.

Desirable:

- Experience working in a multi-agency or partnership environment, ideally involving local authorities or public sector organisations.
- Interest in children's services, social care, or public sector improvement, with a commitment to Home and Future's mission.
- Experience working within a confidential business environment.

Please send your CV and a supporting statement telling us about your experience and what inspires you about this role to: recruitment@homeandfuture.org.uk **Closing date: 6th of November 2026**