



# DATA ANALYST APPRENTICE (Level 4)

<b>Department:</b>	<b>Data Team</b>
<b>Reports to:</b>	<b>Data Services Lead</b>
<b>Place of Work:</b>	<b>Elim International Centre</b>
<b>Working hours:</b>	<b>Full-Time 36.25 HPW</b>
<b>Salary band:</b>	<b>£ 15,080 for first year Thereafter NMW.</b>
<b>Status:</b>	<b>Vacancy</b>
<b>GOR:</b>	<b>N/A</b>

## **Start your career in data**

Are you curious about data and how it can be used to make a difference?

This is an exciting opportunity to begin your career as a Data Analyst Apprentice, gaining hands-on experience while working towards a recognised Level 4 Data Analyst Qualification.

You'll join a supportive team and develop practical skills in data analysis, reporting and business insight, all while contributing to meaningful work across the Elim Movement.

## **About us**

The Elim Pentecostal Church is a growing Movement of more than 500 Christian congregations and ministries in the UK and Ireland. Elim is also a leading UK charity operating within the non-profit sector as a single consolidated charity. Elim's core vision and distinctive characteristics arise from its spiritual heritage as a denomination focused on Christian mission and ministry.

## **The role**

As a Data Analyst Apprentice, you'll support the collection, maintenance and use of data across the organisation.

You'll help manage the Elim Directory inbox, ensuring data updates and changes are processed accurately and in a timely manner, supporting the integrity of the organisational data. This will require strong attention to detail.

The role involves regular use of computer systems and digital tools to manage and update records. You'll carry out data updates and checks, ensuring a high level of accuracy and consistency.

This is an apprenticeship role, offering a structured programme of on-the-job learning alongside formal training.

You don't need prior experience in data. Throughout the programme, you'll gain real-world experience while building the knowledge and confidence to progress into a Data Analyst role.

## **Key duties and responsibilities**

### **Learning and developing**

- Work towards your Level 4 Data Analyst Apprenticeship Qualification
- Learn how to handle, analyse and interpret data
- Develop skills in tools such as Excel and Power BI
- Apply your learning to real tasks within the team

### **Supporting data quality**

- Help maintain accurate and up-to-date data across systems
- Support checks to ensure data is complete and consistent
- Assist in identifying and resolving data issues
- Learn how to manage data in line with GDPR and best practices

### **Reporting and analysis**

- Learn how to produce reports for teams across the organisation
- Support basic data analysis and insight generation
- Help present information in a clear and meaningful way
- Contribute to dashboards and reporting tools

### **General support**

- Respond to queries from colleagues and churches
- Assist with administrative processes and record keeping
- Help maintain internal systems and documentations
- Support the movement during key events and activities

## **About you**

This role is ideal for someone at the start of their career who is curious, motivated and interested in working with data.

## **We're looking for someone who:**

- Has achieved 2 A-Levels (or equivalent)
- Demonstrates strong attention to detail and accuracy
- Has good numeracy and problem-solving skills
- Has an interest in data analysis, reporting and IT systems
- Is comfortable using IT, including Microsoft Office (especially Excel)
- Communicates clearly, both written and verbally
- Is confident in speaking to individuals via email or telephone
- Is organised and able to manage their time effectively
- Is willing to learn and develop new skills
- Can work both independently and as part of a team

## **Desirables**

- Basic understanding of GDPR and Data Protection
- Understand Elim and its place within the Christian landscape

### **Working hours:**

Full-time, 36.35 hours per week. The working schedule is to be agreed with the Line Manager. There is scope for a flexible working arrangement, however, **there is a requirement to work from the Elim International Centre based in Malvern, Worcestershire for 2 days a week.**

**Salary:** £15,080.00 per annum.

### **How to apply**

Please send the following to Ben Davidson - Data Services Lead at [ben.davidson@elim.org.uk](mailto:ben.davidson@elim.org.uk).

- **A full curriculum vitae**
- **A cover letter setting out your reasons for applying and how you consider that you meet the person specification for this post.**

Application closing date: 13/07/2026

### **Further details**

Successful candidates who will be invited for an interview will receive more information on who we are as a movement and what we do. If you would like to receive this information prior to this, please contact the HR department at [alison.dunsmore@elim.org.uk](mailto:alison.dunsmore@elim.org.uk) to request a copy of the information.

Alternatively, the information is also online on the following websites.

Elim Movement: <https://www.elim.org.uk/>