



JOIN OUR TEAM

WE ARE HIRING

JOB VACANCY: RECEPTION AND DATA ANALYST

DETAILS:
(see below) or VISIT

<https://www.pathyorkshire.co.uk/jobs-and-opportunities/>

CLOSING: 28 May 2025 (10 am)

Reception and Data Analyst

Salary: £25,000 annual, pro rata

Immediate Start

Full Time, 37 hours weekly, 9am-5pm Monday to Friday

Office Based - PATH Yorkshire Regional Office, LEEDS LS7

Reports to: CEO /Senior Management

About PATH Yorkshire

For 40 years, we have been a provider of employment, education and training services to help people find sustainable employment and improving their wellbeing across the Yorkshire region. We work with businesses, universities, and local authorities in developing services that transform people's lives and regenerate communities.

Job Summary

This role combines administrative duties with data entry, analysis and reporting.

The successful candidate will be the first point of contact for visitors and phone calls, manage incoming email and correspondence, handle data collection, entry, and reporting using in-house and projects portals/systems.

This role involves accurately and promptly entering data into systems, maintaining data integrity, and analysing information to identify trends and patterns, ultimately supporting senior management to make informed decisions.

Key Responsibilities

Reception:

- Greet and direct visitors, answer phones, and manage incoming email, correspondence.
- Maintain a professional and welcoming reception area.
- Handle routine administrative tasks as needed.

Data Collection and Data Entry:

- Enrolment of new learners/service users.
- Accurate data input into office/project systems.
- Updating and maintaining project-based and organisational records promptly according to project/organisational schedules.
- Performing errors checks/corrections, data cleansing and verification.
- Desk/online market research.
- Manage office/projects data systems, ensuring consistent data accuracy and compliance with management and projects objectives.

Data Analysis and Reporting:

- Analysing data sets to identify trends, patterns, and insights.
- Creating dashboards for data utilisation.
- Generate reports and presentations based on data analysis findings.
- Identifying opportunities for process improvements.
- Collaborate with other team members to ensure data accuracy and integrity.

Key Responsibilities

Files Management:

- Maintaining required paper/electronic documentation and evidence files.
- Ensuring files security and integrity.

Other duties/responsibilities assigned by Line Manager/CEO.

Skills Required

1. Excellent communication and interpersonal skills: Ability to communicate in clear, comprehensive manner. Ability to interact professionally with visitors, colleagues, and learners/service users.
2. Strong organisational skills: Ability to manage time effectively, prioritise tasks, and maintain a tidy reception area.
3. Proficiency in Microsoft Office Suite (Excel, Word, PowerPoint)
4. Familiarity with data entry, spreadsheet management, and report generation.
5. Data analysis skills: Ability to identify trends and patterns in data and generate reports.
6. Attention to detail: Accuracy in data entry and report generation is crucial.
7. Ability to work independently and as part of a team: Flexibility to adapt to changing priorities and work collaboratively with others.

Qualifications Required

University degree holder in UK or abroad – any subject.

If degree was completed abroad, a NARIC/ENIC statement of comparability may be required.

Residency/Legal Status Required – any of the following:

- UK/British citizens
- Indefinite leave to remain
- EU citizens with settled status
- Ukrainian Schemes
- Hong Kong BNO
- Refugees

How to apply:

Email the 3 listed (below) to Jessica.thompson@pathyorkshire.co.uk

1. CV
2. Cover Letter – must include:
 - your skills/experience/competencies which makes you a good candidate for this role
 - full name and contact details of 1 work/character reference in UK
3. Copy of your University Degree Certificate with NARIC/ENIC statement of comparability, if degree was completed abroad.

Closing: Wednesday, 28 May 2025 (10 am)