

## Survey and Data Master

The role of a **Survey and Data Master** involves the following activities, usually working in the Changeworks office, with support and guidance from a member of staff.

### Key tasks:

- Design online surveys, feedback forms and other methods of evaluating the public's responses to our events and our work
- Create high quality surveys using online tools such as Survey Monkey
- Compile and analyse qualitative and quantitative data, such as from bin monitoring or doorstepping surveys
- Calling members of the public to gain feedback and record any behaviour change
- Create attractive graphs and infographics to display key data for use on social media and in reports
- Write concise descriptions of survey methodology and key results for reporting



### Key skills:

- Experience using Microsoft Excel and online survey tools such as Survey Monkey
- Ability to design appropriate and effective surveys
- Can identify key trends and findings in both qualitative and quantitative data
- Skilled at creating engaging graphs which highlight key trends
- Ability to work within corporate brand and communications guidelines
- Excellent numeracy and written communication

**Time commitment:** Flexible. Minimum 4 hours / month

**Where:** Office and home based

**When:** Weekdays, office hours.

[Click here](#) if you're interested in joining the team as a **Survey and Data Master**.