

GRIMM & CO



APPROVED BY

www.grimmandco.co.uk

Registered charity 01154990

Grimm & Co is a Yorkshire charity, based in Rotherham, that supports children and young people to make meaning of the world around them and build a positive narrative for themselves within it through the joyful discovery of stories.

Our Emporium of Stories is an enchanting story destination with Book Nook, Apothecary to the Magical shop, a story market, Feastery cafe (serving story-themed food and drink) and secret doors that hide beanstalks and writing/theatre spaces, where imaginations are ignited for children and young people to bring stories to life.

This role has been made possible due to funding support from the National Lottery Heritage Fund, in place until August 2027.

We are looking for a Data Assistant

The role in brief:

Grimm & Co. is seeking a Data Assistant with strength in detail and accuracy to support the input, collection, administration and interpretation of data that evaluates the impact of the work of our charity.

This role will focus on accurate CRM data input and maintenance, alongside analysis that helps us understand our direct impact on beneficiaries, visitor experience, participation and outcomes. The postholder will help transform data into accessible insights and stories that inform decision-making, improve practice and communicate our reach, relevance and impact to funders, partners and the wider community.



Some Key Terms & Conditions of the Role



Hours Part Time: 2 days per week (16 hours per week). We operate Monday – Sunday (general shift pattern, including evening and weekend work). A working pattern will be established by agreement on appointment.

Holidays: You will receive 25 days of annual leave plus all UK Bank Holidays pro rata.

Reports to: Chief Executive

Location: Mostly in Rotherham

Contract: Fixed Term until August 2027

Salary: £20,856.00 to £25,465.18 pro rata depending on age

Benefits: Grimm & Co is a charity that rewards staff with a strong commitment to their well-being, staff discount, on-site parking and good working conditions.

How to apply:

Please submit your CV and a covering letter to amanda.barnes@grimmandco.co.uk. In the subject field, please write “Application for Data Assistant” followed by your name. The covering letter should outline – with examples - each bullet point from the Person Specification (see below).

Grimm & Co wish to make our application process as accessible as possible. If you are experiencing any barriers in applying for this position, please contact us to discuss this further. We also welcome your thoughts on how we can improve our approach so please do tell us if your experience of this process could have been improved.

If you have questions about the role and would like to have an informal conversation before submitting a completed application form, please contact the Head of Learning & Impact to arrange a conversation by emailing deborahbullivant@grimmandco.co.uk

Closing Date for Applications: Midday on Monday, 2nd of March 2026

Interviews will be held on either the: 12th or 13th of March 2026

Please inform us of any issues regarding these dates at the application stage.

Start Date: As soon as possible

Job Description:



Key Responsibilities

Data Administration & CRM

- Input, maintain and update accurate records on Grimm & Co.'s CRM system, including visitor, participant, programme and event data
- Ensure data is collected consistently and in line with GDPR and organisational policies
- Support colleagues to use CRM systems effectively, including guidance on data entry processes and alignment to other data collection systems
- Identify and help resolve data gaps, inconsistencies or quality issues

Monitoring, Evaluation & Analysis

- Support the collection of quantitative and qualitative data relating to visitor experience and charitable activities
- Assist with examining data to identify trends, outcomes and areas for learning and improvement
- Contribute to evaluation frameworks and monitoring tools for programmes and events
- Support the production of regular monitoring reports for internal use

Telling Impact Stories with Data

- Help translate data into clear, human-centred insights that show the difference Grimm & Co. makes
- Combine numbers with stories, feedback and case studies to demonstrate impact
- Support the creation of accessible summaries, dashboards or visual outputs for different audiences

Visitor Experience & Feedback

- Support the collection and analysis of visitor feedback, surveys and evaluation forms
- Identify key themes and insights relating to inclusion, accessibility and visitor journey
- Work with teams to share learning that helps improve the visitor experience

General & Organisational Support

- Work collaboratively with colleagues across teams to support evaluation and learning
- Support reporting requirements for funders, partners, and trustees
- Contribute to a culture of reflective practice, learning and continuous improvement
- Ad hoc support, as requested by team
- All other reasonable duties as may be requested from time to time by the CEO or across team.
- Member of the H&S Subcommittee

About you/Person Specification:

Please use this person specification to create your covering letter using the bullet points below.

Essential qualifications and experience:

- Experience of data input and administration, ideally using a CRM or database system
- Strong attention to detail and commitment to data accuracy
- Ability to understand data and present findings clearly and accessibly
- Good organisational and time-management skills
- Understanding of data protection and confidentiality
- Commitment to Grimm & Co.'s values and charitable mission

Desirable experience:

- Experience working in the charity, education, arts or cultural sector
- Experience in monitoring and evaluation or impact reporting
- Confidence using spreadsheets, reporting tools or basic data visualisation
- Experience collecting or examining qualitative feedback
- An interest in storytelling with data and impact communication

Pre-Employment Checks

- All employment offers are conditional upon receipt of two satisfactory professional references. Referees will be sought from an applicant once an offer of employment is made and referees will not be approached without the applicant's permission.
- All contract types are subject to a probationary period of 3 months.

Please note that this post will require DBS clearance, which will be completed by Grimm & Co for the successful candidate.

Whatsome of our current staff team say:

"The role of the CLC involves exciting delivery of workshops to children and young people. It is a fantastic opportunity to meet people from different backgrounds, both in person and remotely and offer support to encourage their creativity. The role requires you to be organised and have good time management, plus a love of having fun and being a bit silly. As well as delivery, there is a focus on planning sessions, administration, evaluation and analysing our feedback and outputs to keep improving our provision."

"For me the best bits are meeting new young people and hearing their amazing ideas and watching them grow in confidence. Seeing a project come to a close and the young people and their families enjoying the end output makes you feel proud and a great sense of achievement. Working with the young people is instant gratification and a reminder of why we do what we do."

If this doesn't sound like the role for you...

Why not have a look at our volunteering opportunities? Volunteers are our lifeblood here at Grimm & Co and we support a huge range of volunteering roles, find out more here: [Volunteering - Grimm & Co - Come and join our team \(grimmandco.co.uk\)](https://www.grimmandco.co.uk/volunteering)

