

Business Data Analysis Intern (Find a Solution 2024)

This internship is part of the Find a Solution programme which brings together current students and local Third Sector organisations to tackle issues of strategic importance through projects that will have a lasting impact.

The role will be for a total of 160 hours, to be worked flexibly between June and August (to be discussed with successful candidate). This internship is open to UG students 2nd year and above, including PG students, from all Colleges.

About Us

Glasgow Eco Trust is a local environmental charity and social enterprise based in west Glasgow that coordinates and delivers a range of environmental activities and services. Glasgow Eco Trust believes that local people are best placed to meet the needs and aspirations of their communities to create vibrant, thriving and resilient communities that benefit people, place and planet. Our mission is to enable, facilitate, and empower local people and organisations to get informed, get involved and get active, both individually and collectively, to take action that will make a difference for people, place and planet. We also strive to be an excellent organisation that delivers high quality services. We work to the Revolve Reuse standards (Scotland's national standard for reuse), a Volunteer Friendly Award holder and a Living Wage employer.

About the role

Prior to the pandemic we migrated to Google Workspace however, we were still operating a mixture of hardcopy and digital processes. During the pandemic, out of necessity, we had to fully embrace cloud based solutions. As a result we have gathered a lot of data and have developed various systems and processes to analyse that data however we wish to make much better use of this data. Glasgow Eco Trust has also been looking into developing a CRM (customer relationship management) system and this may be within the scope of this project.

The main duties for intern would be:

- > Analysing Data: Conducting research, compiling data about customer and industry trends, analysing data to identify patterns and inconsistencies, and supporting data-driven decision-making
- > Process analysis: reviewing our current data collection and analysis processes and recommend improvements
- > Data Interpretation and Visualisation: Performing statistical analysis, interpreting performance data sets and providing recommendations backed by strong analyses
- > Problem-Solving: Utilising problem-solving skills to creatively solve challenges, think critically to provide insights and advice
- > Communication: Conveying information clearly in both writing and speaking, presenting reports with new insights about trends and areas for improvement
- > Operational Support: Providing technical assistance for inquiries and issues, continuously striving for ways to improve operational efficiency, developing reports and maintaining spreadsheets/data metrics to monitor performance

These duties encompass a range of responsibilities from analysing data trends to communicating findings effectively and supporting operational efficiency.

Project Benefits:

- > The internship will provide valuable hands-on experience in business data analysis, enhancing the student's analytical skills and practical knowledge
- > Glasgow Eco Trust will benefit from improved data-driven decision-making, leading to improved efficiency, effectiveness, and sustainability of its operations

> Collaboration between the university student and Glasgow Eco Trust will foster knowledge exchange and promote innovation in leveraging data for social and environmental causes

What makes this internship stand out? (training, benefits etc)

The proposed internship opportunity is for a university student to undertake business data analysis for Glasgow Eco Trust. This internship aims to leverage data-driven insights to enhance our operational efficiency, strategic decision-making, and impact assessment.

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Objectives:

- > Conduct a comprehensive analysis of our existing data sources, including donor, stakeholder and service user information, activity performance metrics, and environmental impact data.
- > Further develop and implement data collection strategies to prioritise the information we need to gather for future analysis.
- > Utilise statistical tools and techniques to identify trends, patterns, and correlations within the data.
- > Generate actionable insights and recommendations to improve fundraising efforts, optimise resource allocation, and measure our environmental impact.

Benefits:

- > The internship will provide valuable hands-on experience in business data analysis, enhancing the student's analytical skills and practical knowledge.
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Length of Internship (in weeks)

10

Starting month

June

Paid or voluntary

Paid

Is the internship part-time or full-time?

Part time

For part-time roles, how many hours will the student work per week?

16 per week

Registered charity?

Yes

Charity Number:

SC035954

Required Year Group

-
- Undergraduate 2nd year
 - Undergraduate 3rd year
 - Undergraduate 4th year
 - Undergraduate 5th year
 - Postgraduate taught
 - Postgraduate researcher

Targeted College

Any

Required Degree Discipline

Any

The essential criteria for the role are

E1. Demonstrate advanced critical and analytical skills with which to review our data management systems and recommend improvements

E2. Comfortable with both qualitative and quantitative data and are creative when it comes to data presentation

E3. Familiar with a range of software and IT applications including Microsoft and Google and spreadsheets and pivot tables

E4. Good work ethic, good time management and can plan their work and progress with delegated tasks, unsupervised

E5. Strong attention to detail and excellent writing and communication skills

E6. Can display empathy and compassion and confident working with people from a variety of backgrounds

The desirable criteria for the role are

D1. Ability to think holistically and systemically in order to progress innovation

D2. Able to communicate with a range of stakeholders confidently and comfortable with delivering presentations and often taking the lead in meetings

D3. An interest in environmental issues, social enterprise and community development
