Data & Insights Officer Recruitment Pack

December 2025

A note from our CEO

When I joined Autism Action, I went through the same thought process that anyone applying for a new role goes through, and the one that you will be going through right now. I spoke to family and friends and thought about the future. I asked myself a series of questions about my values and ambitions and how they aligned with the charity and role I was applying to. I hope that this recruitment pack helps you answer those questions.

As Chief Executive at Autism Action it's important to me that anyone interested in a role at the charity shares our ambition – to remove the barriers and stigma that autistic people face every single day of their lives. Our small but passionate and driven charity exists to make a big difference, through funding and commissioning world-leading research, delivering projects which directly impact the lives of autistic people, and campaigning to achieve change. As a small team every person in our charity can make a real and unique contribution. We value the different perspectives that employing people of all neurotypes brings, and we believe in creating a work environment that brings out the best in everyone and gives each member of our team a great experience. We work hard but we do it because we know the scale of the challenge that autistic people and their families face.

We have big plans and need people to join us who will be inspired and inspirational, full of energy and ideas, who will enrich our team and our efforts to make a big difference for autistic people.

I hope like me you find the answers to your questions, that you find our work and mission motivating and that we are a good match for one another. We look forward to your application.

Tom Purser

Chief Executive

Job Description

Job Title: Data & Insights Officer

Terms: Permanent.

This is ideally a full-time post but part-time hours of at least three days per week will be considered. Please state your preference when applying.

Salary: £35,000 - £45,000 FTE per year dependent on skills and experience.

Location: Hybrid working, attendance at the Cambridge Office a minimum of two days a week (Byron House, Cambridge Business Park, CB40WZ).

Reporting to: Tracey Parsons, Programmes Director

Closing date: 26th January 2026, 8am.

Inclusive recruitment and employment

We are committed to being inclusive in all we do, including when we recruit new staff. We welcome applications from anybody who believes they have the skills and experience outlined in this pack. We actively encourage applications from candidates who are neurodivergent (such as autistic people or those with dyscalculia), LGBTQIA+, identify as being disabled and/or are from minority ethnic backgrounds.

As part of this commitment, we want your recruitment experience to be positive. Please contact us to request any adjustments you need for the application or interview process. Disclosure of disability or requests for reasonable adjustments will not impact the selection process.

We have worked with autistic people and inclusive recruitment specialists to develop our job description and recruitment pack templates, as well as our hiring processes. In particular, we will avoid vague statements such as 'excellent communication skills' and will instead describe what needs to be achieved and be open to different ways of achieving it.

However, there is always more to learn, so if you have suggestions for improvement, please let us know.

Once in post, we have a process in place to identify requirements for reasonable adjustments and will offer them proactively where required.

Overall purpose of the role

This role is vital to the growth of our charity and represents an exciting opportunity for the right candidate to work on a range of projects relating to improving life for autistic people.

The Data & Insights Officer will play a key role in finding, gathering, and reporting data about the inequalities faced by autistic people, always with a focus on driving real-world change. We are looking for high-impact data that will influence our audiences, particularly policymakers. The role-holder will work closely with our Programmes Director to help our small team monitor and manage this fast-changing data landscape, developing and running projects in line with the charity strategy.

They will be expected to work with a high level of autonomy to identify and collect relevant data from a range of sources. This will include making Freedom of Information requests, conducting online searches for publicly available but disparate data, developing surveys, and carrying out descriptive analyses that translate complex information into accessible insights for both the general public and for use in our work to influence policy and national practice.

Highly skilled in spreadsheet use, data handling, and report writing, the post-holder will organise, analyse, and present data and related analyses with clarity and accuracy, ideally in visual and accessible formats to aid impact. The ideal candidate will combine strong technical ability with an understanding of the experiences and preferences of the autism community. They will work quickly, systematically, and with exceptional attention to detail, while recognising when to seek guidance or support.

Some experience of qualitative data analysis and managing relationships with senior stakeholders is desirable.

The successful candidate will be motivated to improve life for autistic people - joining a team that is passionate about delivering impact. They will be a strong advocate for ensuring that all opinions are heard and respected.

Main duties and responsibilities

- Work closely with the Programmes Director to identify and prioritise data requirements in response to emerging issues and opportunities.

- Collect data from a range of sources, including Freedom of Information requests, official statistics, academic research, and online publications.

- Work with our Community Engagement Manager to ensure the views of autistic people and those who support them can shape all data and insight projects.

- Organise and maintain datasets systematically using spreadsheets and other appropriate tools.

- Analyse data and summarise findings clearly and accurately. These will primarily be descriptive statistics, with occasional requirement for more complex analysis such as group comparison and correlation.

- Produce reports and written summaries that communicate complex information in accessible, engaging language suitable for the general public.

- Contribute to the interpretation of data to inform programme design, policy recommendations, campaign messaging, and organisational strategy.

- Ensure accuracy, consistency, and transparency across all data and reporting.

- Manage small-scale data and insight tasks independently, seeking support and guidance where appropriate.

- Ensure adherence to data protection policies and appropriate research governance.

- Keep up to date with developments in autism research, policy, and data sources to inform ongoing work.

- We are a small team so the role holder will sometimes be expected to undertake other duties that are within their skills and experience, at the discretion of their line manager.

Person Specification (Who are we looking for?)

We will consider applications from anybody who believes they meet the essential characteristics, below. However, this could be an excellent opportunity for someone with an academic or research background who wants to explore a different approach – moving at a faster pace to find and utilise data in service of specific charity aims.

Qualifications

- No particular qualifications are required — what matters most is proven ability to analyse data, write clearly, and think critically. It is vital that you evidence this in your application.

Essential Characteristics

- A desire to make life better for autistic people, and a curiosity and enthusiasm for finding, understanding, and sharing information that helps achieve that.

- At least two years' experience of data analysis. This could be in a paid role, a voluntary role, as a PhD student, or similar.

- Experience and understanding of policies and practices for data handling and research governance.

- High level of competence using spreadsheets (e.g. Excel, Google Sheets) for data organisation, analysis, and visual presentation.

- Strong written communication skills, including the ability to write reports and summarise complex information clearly for non-technical audiences.

- Excellent attention to detail.

- Ability to work quickly and adapt to changing priorities in a fast-paced environment.

- Ability to recognise own limitations and seek guidance when appropriate.

Desirable (non-essential) Characteristics

- Awareness and understanding of the experiences, diversity, and preferences of the autism community.

- Understanding and experience of community engagement.

- Understanding of the wider autism policy, research, or charity landscape.

- Competence with SPSS or equivalent.

- Experience and/or knowledge of *qualitative* data analysis, including using relevant software.

- Experience of using data visualisation tools or software.

- Familiarity with Freedom of Information (FOI) requests.

- Experience of building and managing positive working relationships with people in senior positions.

We are aware that the skills and experiences required for this role may be interpreted differently by different people. Our selection process will focus on the desired outcomes, and we are open to different ways of achieving them.

Selection Process

Step 1

To apply, please send your CV (maximum 3 pages) and a cover letter (no more than 500 words) detailing how you match the job description and person specification for this role to info@autismaction.org.uk by 8am on Monday 26th January 2026.

Due to the skills required for the role, only written applications will be accepted on this occasion.

Step 2

We will evaluate applications based on how well they match the job description and person specification and invite those with the strongest applications to interview. Disclosure of disability or requests for reasonable adjustments will not impact the selection process.

We will let all applicants know by email whether we would like to invite them to an interview.

Step 3

First interviews are expected to be held in the first 2 weeks of February 2026, although this may change. They will be held remotely via Microsoft Teams (support is available if you're unfamiliar with Teams).The interview questions, tasks, and the names and photos of the interview panel will be provided in advance. There will be a task designed to test data competence. If invited to interview, you'll also have the opportunity to request any adjustments needed for the interview process.

We will notify candidates whether we would like to invite them to a second interview.

Step 4

Second interviews will be held in person in Cambridge (Byron House, Cambridge Business Park CB4 0WZ). They are expected to be held by the end of February 2026. During this interview we will ask candidates to complete one or more tasks relating to core data and writing competencies.

Core interview questions, tasks and interviewer details will be provided in advance. You'll also have the opportunity to request any adjustments needed for the interview process.

Step 5

We expect to notify all candidates of the outcome of their application within a week of the second interview.

Data and Insights Officer, December 2025
www.autismaction.org.uk   info@autismaction.org.uk