

eod

Recruitment Pack

Data and Insights Administrator

June 2026



Welcome from the CEO, James de le Vingne



Thank you for your interest in becoming our Data and Insights Administrator.

Employee ownership in the UK is at a critical moment. The sector has more than doubled since 2020. Awareness is rising. Evidence is compelling. Businesses, communities, and policymakers are increasingly recognising that a people-powered approach can unlock fairness, resilience, and productivity.

We believe the UK can reach 10,000 employee owned businesses within the decade, transforming succession, broadening ownership, and reshaping the economic landscape. But achieving this relies on bold, strategic, values-led leadership across our community.

The eoa exists to build and connect that community: a network of more than 820 member businesses, thousands of employee owners, specialist advisors, policymakers, and partners committed to powering fairer livelihoods and stronger businesses through employee ownership.

As Data and Insights Administrator, you support the effective operation of eoa's core systems by ensuring data is accurate, consistent, and well-maintained. This role has particular focus on the AMS (CRM) as the eoa's single source of truth, and the Employee Ownership Business Register (EOBR) which provides sector intelligence. The role takes responsibility for day-to-day data administration and quality assurance tasks, helping to reduce manual workload across teams and enabling colleagues to confidently use data to inform operational and strategic decision-making.

If you are energised by the opportunity to help shape a fairer, more resilient UK economy - and to support a community capable of real impact - we would be delighted to hear from you.

A handwritten signature in white ink, appearing to read 'James de le Vingne', set against a dark blue background.

James de le Vingne
Chief Executive, eoa

Employee Ownership

A Growing Opportunity

Employee ownership gives employees meaningful stake and meaningful voice, unlocking higher commitment, stronger performance, and a clear sense of shared purpose.

The evidence is consistently strong:

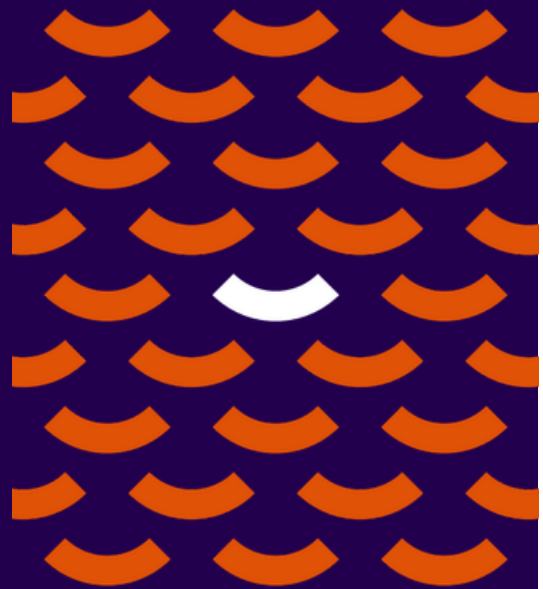
- 8–12% higher productivity
- Stronger resilience and long-term investment
- Improved innovation, retention, and culture
- Successful succession for founders and families
- Significant contributions to local, regional, and national economies

The UK now has over 2,800 employee-owned businesses, contributing more than £30bn to GDP and spanning every sector - from manufacturing and engineering to care, digital, retail, architecture, and professional services.

Looking ahead, research shows enormous potential. More than 120,000 UK SMEs will need succession plans over the next decade. With the right conditions, employee ownership can become a mainstream choice, expanding to 10,000 EO businesses and creating a more inclusive, long-term-focused UK economy.

Your leadership as Chair will be instrumental in shaping these conditions.

Read more: [UK EO Growth Strategy](#)





The eoa Who We Are

The eoa is the national voice for employee ownership. We are a not-for-profit, politically independent membership organisation established in 1979.

We work to:



Expand the EO sector: Grow awareness, accessibility, and advocacy to make EO a mainstream business model choice, anchored in the **UK Employee Ownership Growth Strategy** as the core framework underpinning and aligning this work.



Set the standard for Great EO: Provide tools, learning, evidence, peer support, and practical insight that help employee-owned businesses thrive.



Strengthen and connect the EO community: Bring together businesses, employee owners, advisors, policymakers, and partners through events, networks, research, and collaboration.



Invest in our organisational strength: Build robust governance, a high-performing team, digital capability, and a sustainable operating model.



The eoa

Our People & Culture

We are a modest-sized association with significant reach and influence. Our cultural framework guides how we work with each other and our community.

We are:

- **Bold:** Growth-minded, curious, confident, and unafraid to challenge conventional thinking.
- **Collaborative:** We nurture relationships, build networks, and work in partnership to achieve mutual goals.
- **Inspiring:** We evoke passion for Great EO and shine a light on the stories that show its power.
- **Caring:** We make business personal, support each other, and empower others to succeed.

As Chair, you will model these values consistently, helping create the conditions for our team, Board, and community to thrive.



The Role of Data and Insights Administrator

Overview

We're looking for a detail-oriented and organised Data & Insights Administrator to join our growing team. This is an exciting opportunity to play a key role in maintaining the quality, integrity, and accessibility of the eoa's data, supporting our mission to grow employee ownership across the UK.

Working at the heart of our systems, you'll ensure that our CRM (iMIS) and Employee Ownership Business Register (EOBR) are accurate, up to date, and delivering value across the organisation. Your work will enable colleagues to confidently use data to inform decision-making, improve operations, and deliver insights to members and stakeholders.

This informs strategic decisions, allows the eoa to develop strong and personal relationships with members, government and other stakeholders, and provides insight into sector trends. This challenges and enables the eoa to advocate for policy recommendations which grow employee ownership in the UK.

As you settle in to the role there will be opportunities to build skills in quantitative and qualitative analysis, data management, coding, and strategy.





The role of Data and Insights Administrator

Contract: Fixed Term - 12 Months

Hours: 37.5 hours per week

Location: Manchester (hybrid). You will be expected to attend the office at least twice per month, and more often where needed

Salary: £27,000 p/a

Pension: 5% employee, 3% employer. Salary Sacrifice available as an option.

Annual Leave: 30 days leave + bank holidays


Reports to: Policy Manager

Management of: N/A

Purpose of the Role

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eoa

The Role of Data and Insights Administrator

Key Responsibilities

- Maintain the Employee Owned Business register and AMS (CRM) records.
- Administer account activities such as new user set-up, verification, lifecycle updates and email bounce backs.
- Carry out data quality checks, correcting errors and duplicates in line with agreed standards
- Support data imports, exports. Carry out verification and validation checks.
- Help maintain GDPR and consent records, escalating data protection queries where needed.
- Produce standard reports, dashboards and data summaries.
- Support member and sector surveys and initial analysis of responses.
- Keep clear documentation of key data processes and workflows.
- Provide simple summaries or commentary to help colleagues understand key figures, trends or data limitations.
- Provide additional data and insight related administrative support, as needed.

Skills and Attributes

- Experience of data administration, CRM or database systems within an office, membership, charity or similar environment. Experience of using iMIS would be advantageous.
- Basic analytical capability with strong attention to detail and a methodical approach to maintaining accurate, high-quality data.
- Confidence working with spreadsheets, structured data and basic reports or dashboards.
- Basic experience in using programming languages for analysis desirable, but not required
- An understanding of the importance of data protection, confidentiality and good data governance.
- Ability to manage routine tasks alongside ad-hoc requests and changing priorities.
- Clear written communication skills, including the ability to document processes and present data clearly.
- An interest in developing data, systems or insight skills within a purpose-led organisation.
- Knowledge of, or interest in, employee ownership and/or alternative business models is desirable but not essential.



The Role of Data and Insights Administrator

What Success Looks Like

Success in this role will mean eoa's data is accurate, trusted and consistently maintained. Processes are followed reliably, data quality issues are identified early and addressed appropriately, and colleagues feel supported to access meaningful data to inform their work. Clear documentation and effective collaboration with insights and systems colleagues will contribute to smoother operations and improved decision-making across the organisation.

Key outcomes for the role	Measures
AMS (CRM) data is accurate, consistent and up to date.	Improved data quality metrics, including reduced duplicates and increased record completeness.
Teams are supported to use reliable data in decision-making.	Regular use of standard reports and positive feedback on data accessibility and reliability.
EOBR is well-maintained and integrated with CRM.	Register updated on schedule; data uploads completed accurately.
Data processes are clear, documented and consistently followed.	Up-to-date documentation in place and reduced reliance on ad-hoc processes.
Reports and basic analysis is provided to support communications to internal/external stakeholders	Reports, research and analysis supports eoa communications and evidence base.



How to Apply

To apply please submit:

- a two page cv
- And one of either:
 - **Coverletter** setting out your motivation, approach, and what you will bring to the role
 - **Video** (maximum 5 minutes) setting out your motivation, approach, and what you will bring to the role

Please send your enquiries or applications to jobs@employeeownership.co.uk.

Applications should be submitted **before 9:00am 6 July 2026**. We will close this vacancy early if we receive sufficient applications for the role. If you are interested, please submit your application as early as possible.

Interviews will be in Manchester w.c. **13 July 2026**.

The eoa welcomes applications from people of all backgrounds, particularly those who are under-represented. We recruit based on values, skills, and contribution to our purpose.

(people powered business)

