

Data and Information Intern (Year in Industry Placement)

Responsible to: Cancer Insight Manager



Saving Yorkshire Lives

Summary: It is the Data and Information Intern's role to provide support to the Research and Services team and the Cancer Insight Manager, in order to maintain and further develop the charity's knowledge and understanding of the Yorkshire cancer landscape.

The charity invites undergraduate applicants from a range of degree subjects who are looking to complete a Year in Industry Placement. The successful applicant should have a strong background in data analysis and information interpretation, have excellent written communication skills, and be able to conduct thorough literature reviews.

Outline of responsibilities

1. Collate data and create reports on the Yorkshire cancer landscape, including incidence, mortality and survival data
2. Assist in the creation of data presentations and infographics for internal and external stakeholders, aligning with the Charity's brand guidelines
3. Assist the Commercial team with finding locally relevant data for press releases and events
4. Information gathering relating to topical affairs of interest to the Charity and aiding dissemination internally and externally
5. Take part in events and charity related projects
6. Assist in document preparation and reviews for the peer review process
7. Assist in the identification of ways to promote the charity, the work we fund and its patient benefit and relevance to Yorkshire (blogs, lay friendly assessments, responses to news reports)

Development Plan

To support the student in achieving these objectives, training and development needs will be addressed during the placement including:

1. Full training on cancer data set analysis
2. Attendance at regional conferences and workshops relating to cancer data
3. Training on infographic packages
4. Developing knowledge of Microsoft Office, with a particular focus on Excel
5. The Raisers Edge training
6. Peer review process training

Please note the successful applicant will be subject to checks by the Disclosure and Barring Services.

The application deadline (by CV and covering letter) is **midday on Friday 22 February 2019** with interviews to be held on **Wednesday 6 March 2019**.

For further details contact leah@ycr.org.uk or on 01423 877238

Yorkshire Cancer Research, Jacob Smith House, 7 Grove Park Court, Harrogate, HG1 4DP

Please see the following link for the privacy notice for applicants:

<https://yorkshirecancerresearch.org.uk/perch/resources/job-applicant-privacy-notice.pdf>