



# LEYTON ORIENT FC



## ACADEMY DATA ANALYST APPRENTICE (Level 3)

<b>Job Title</b>	Academy Data Analyst - Apprentice
<b>Employer</b>	Leyton Orient Football Club
<b>Locations</b>	Old Chigwellians Clubhouse (IG7 6BE) & Ive Farm Sports Ground (E10 5TQ), various match venues
<b>Working Pattern</b>	15 months Full time (possibly leading to Full Time employment after completion of the apprenticeship) <ul style="list-style-type: none"><li>• Will be required to work mobile, outside of normal hours, evenings, weekends, and bank/ public holidays.</li></ul>
<b>Salary</b>	Paid applicable apprentice salary (Travel expenses paid)
<b>Responsible to</b>	Head of Academy Analysis/Head of Physical Development
<b>Closing Date</b>	Friday 23 <sup>rd</sup> May 2026

## MAIN DUTIES & RESPONSIBILITIES

<b>Role Overview</b>	Collect, clean, and interpret data to help the Academy make informed decisions. This 15-month role involves using tools like MS Excel, SQL, and Power BI to visualise trends and produce reports. The successful applicant will gain practical experience in data security, compliance, and storytelling with data, combining on-the-job training with formal study.
<b>Key Responsibilities</b>	<ul style="list-style-type: none"><li>• <b>Data Collection &amp; Cleaning:</b> Sourcing data from various systems and cleaning, formatting, or migrating it to ensure accuracy and consistency.</li><li>• <b>Analysis &amp; Visualisation:</b> Applying basic statistical methods to identify trends, patterns, and anomalies in data. Creating dashboards and reports (e.g., using Excel, Tableau, or Power BI) to visualize findings.</li><li>• <b>Reporting &amp; Communication:</b> Presenting data insights clearly to team members and stakeholders to support business decisions.</li><li>• <b>Data Governance:</b> Maintaining data security, privacy, and integrity in compliance with GDPR and organisational policies.</li></ul>



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## PERSON SPECIFICATION

<b>Required:</b>	<ul style="list-style-type: none"> <li>• <b>Technical Tools: High proficiency in Microsoft Excel (Pivot Tables, Power Query) is essential. You will also often learn or use SQL, Power BI, and occasionally basic Python.</b></li> <li>• <b>Soft Skills:</b> Strong problem-solving abilities, logical thinking, attention to detail, and the ability to communicate technical results to non-technical audiences.</li> <li>• <b>Behaviours:</b> Managing own time to meet deadlines, working independently or as part of a team, and staying up-to-date with digital technology trends.</li> </ul>
<b>Desired:</b>	<ul style="list-style-type: none"> <li>• Prior experience in elite sport.</li> <li>• Prior experience of using the software as above.</li> <li>• Prior experience of using the Kitman Labs intelligence online platform.</li> <li>• Familiarity with Apple software (iMovie, Keynote, Pages, Numbers).</li> <li>• Full UK driving license</li> </ul>

## OTHER INFORMATION

<b>Safeguarding</b>	<p>To have due regard for safeguarding and promoting the welfare of children, staff and young people and to follow the child protection procedures adopted by the FA and the club.</p>
<b>General Information</b>	<p>The employee must always carry out their duties with due regard to the Leyton Orient Football Club policies and procedures. The employee must ensure a positive commitment towards equality and diversity by treating others fairly and not committing any form of direct or indirect discrimination, victimisation or harassment of any description and to promote positive working relationships between all internal and external stakeholders.</p> <p>Leyton Orient Football Club is committed to the principle of equal opportunity in employment and its employment policies for recruitment, selection, training, development and promotion are designed to ensure that no job applicant or employee receives less favourable treatment on the grounds of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage or civil partnership, pregnancy or maternity.</p>

## APPLICATION PROCESS

1. Apply to the role through the following link on iRecruit.
2. This role is subject to an enhanced DBS screening process.
3. References will be sought prior to successful employment, following the interview process.