

<b>Role:</b> Data Analytics Apprentice	<b>Department:</b> Audience & Support
<b>Reports to:</b> Insights Manager	<b>Pay Band:</b> Grade 1 - £27,976 pro-rata, per annum.
<b>Location:</b> 50 South Gyle Crescent, Edinburgh EH12 9LD/Hybrid.	<b>Type of Contract:</b> Fixed-Term, 18 Month Contract. Full-Time, 40 Hours Per Week.

### **Context**

The National Trust for Scotland is the charity that cares for, shares and speaks up for Scotland's magnificent heritage. Since 1931, we've pioneered public access to and shared ownership of some of the most magnificent buildings, collections and landscapes in Scotland. We're Scotland's largest membership organisation and we're independent from government.

Among the many properties in the Trust's care are two of the most outstanding buildings designed by Charles Rennie Mackintosh and Margaret Macdonald; The Hill House and Mackintosh at the Willow. Together, these sites welcome 280,000 visitors annually, promoting the cultural legacy of Mackintosh and engaging visitors with the life and works of two of Scotland's most influential artists. The Mackintosh Illuminated Project will bring together these two properties in a joint engagement, communications and marketing and outreach programme to spotlight the design duo, sharing, celebrating and inspiring as many as possible with their creative genius and the beauty of their creations and create the foundation for a reappraisal of how Mackintosh and Macdonald are perceived and appreciated locally and internationally.

### **Job purpose**

This role, providing a Diploma in Data Analytics SCQF Level 8 will work with the Insight Manager to support the collection, management, analysis and reporting of audience and project data primarily related to the Mackintosh Illuminated Project. The work will help guide decision makers and support robust reporting across the project workstreams.

Through hands-on experience and structured learning, they will gain skills in data collection, management, analysis and reporting, giving them strong foundations for a career uncovering insight from data.

The role is part of the Audiences & Support Directorate and there is flexibility in the role location.

### **Key responsibilities and accountabilities**

1. Support the identification and understanding of key audiences related to the Trust and the Mackintosh Illuminated Project in particular.
2. Learn to use a variety of data analysis tools (Excel, SQL, Python, Power BI) to help answer business questions
3. Work with the Insights Manager to improve end-to-end audience research including data collection, storage, transformation, modelling and reporting.
4. Contribute to Mackintosh Illuminated project reporting as required
5. Work with the Mackintosh Illuminated project team and a range of Audience and Support, Public Engagement and Research and IT colleagues.
6. Gain credits for the diploma including:
  - a. Supporting Digital Business Transformation
  - b. Applying Methods and Principles in Project Management
  - c. Developing Meta-Skills and Personal Professionalism
  - d. Managing Data Assets

- e. Planning Data Analysis
- f. Locating and Accessing Data Sources
- g. Transforming Data for Analysis
- h. Analysing Data
- i. Visualising and Communicating Data
- j. Implementing Machine Learning Models

## **Required qualifications, skills, experience & knowledge**

### **Qualifications**

#### Essential

- Participating in the SCQF Level 8 Diploma in Data Analytics as part of this role.
- National 5 (or equivalent) in Mathematics or IT related subject.
- National 5 (or equivalent) in English.

#### Desirable

- Interest in heritage and conservation.

The current duties of this job do not require a criminal records (Disclosure Scotland) check to be carried out.

### **Experience**

#### Essential

- Excellent analytical and numeracy skills and attention to detail
- IT literacy and familiarity with data analysis tools (principally Excel) and the ability to pick up other tools as appropriate
- Demonstrable experience of our core values (brave, caring, curious, inclusive, vibrant).
- Strong teamworking skills
- Good communication skills with the ability to effectively communicate complex ideas
- Ability to manage time efficiently and effectively in an environment of changing priorities.

#### Desirable

- Passion for data and uncovering meaningful insights

### **Dimensions and scope of job**

#### People Management

- No line management responsibility
- Close working relationship with A&S, property teams and other Directorates

#### Financial Management

None

#### Tools / equipment / systems

Training will be provided for all the below:

- Microsoft Office systems including OneDrive, Teams, Excel
- Core NTS Survey platforms (MS Forms, Snap Survey)
- SQL and Microsoft Azure
- Data analysis and visualization tools (Power BI, Python)

Key performance indicators and targets

- Contributes to key objectives of the Insights function such as survey data collected, projects completed and unique users to the Audience and Insights SharePoint Hub.
- Contributes to A&S KPI through supporting membership and marketing work with actionable insight.
- Completion of all coursework and assignments for SCQF Level 6 Diploma in Digital Marketing

**Place in organisational structure:**

*Audience & Support – Communications*

***The Purpose, Context, Key Responsibilities, and Person Specification reflect the requirements of the job at the time of issue. The Trust reserves the right to amend these with appropriate consultation and/or request the post-holder to undertake any activities that it believes to be reasonable within the broad scope of the job or his/her general abilities.***

**HOW TO APPLY**

Interested applicants should forward their Curriculum Vitae (CV) or an Application Form to the People Services Department (Applications) by email via [workforus@nts.org.uk](mailto:workforus@nts.org.uk) by Sunday 7<sup>th</sup> June 2026.

Please ensure your CV includes your full name and contact details, the CV file sent to us should be titled your first initial and surname. When submitting your CV please state the position and job location of the vacancy you are applying for in the subject title or body of your email: For example, "Data Analytics Apprentice - NTS"

Successful candidates will be invited to an interview & skills test via Teams on the w/c 22<sup>nd</sup> June 2026.