

# Data & Operations Analyst

## What is Tumelo?

---

Tumelo is an impact-led financial technology firm.

Our mission is to enable retail investors and pension members to create and benefit from a more sustainable investment system.

We do this by partnering with investment and pension providers, enabling them to provide their customers with transparency over the companies they own and a shareholder voice on issues they care about, such as gender equality, human rights or climate change.

Our solution is white-label software delivered via APIs and a user dashboard. This software integrates with existing investment platforms improving customer engagement, acquisition and retention for providers - and driving a more sustainable investment system for everyone.

## Who are we?

---

We're a close-knit, open and honest team who work collaboratively. Usually Bristol-based, we work in an agile manner; and champion transparency both within our team and externally.

We run two-week sprint cycles to maximise productivity of product development, including morning stand-ups, sprint planning sessions, demos, retrospectives and celebration events (dinners, drinks, sport, board games... and for our first team retreat we spent a weekend exploring, dancing, painting and cliff jumping in Devon!)

We foster learning and development and champion autonomy, and we make time to connect and reflect as a team.

We practise flexible working (with core hours 10-4 and optional work from home) pre-COVID. As COVID continues, we have committed to being a remote-first team until at least November. We would love to re-gain some face time (because some playfulness is lost when working fully remote) but we'll be working out exactly what that looks like - with the team - over the coming months and are planning to be even more flexible going forward. We're super keen to keep the beating heart of Tumelo in Bristol, and to support the South West community that has given us the most gracious home since founding 2 years ago. Don't let location stop you from applying, but please specify your predicted circumstances from Jan 2021.

## Our team's values

---

- being ambitious
- long-term thinking
- open hearts
- bring the magic
- thoughtful listening
- proactive ownership

## The Role

---

This is an exceptional opportunity to get stuck in at a fast-paced, tech-focus, impact-driven start-up. As Data & Operations Analyst, you will be immersed in start-up life, collaborating closely with the product, technical and sales teams - sourcing and managing the data that glues these teams together.

As Data and Ops Analyst at Tumelo, you will:

- Develop relationships with asset management teams to achieve universal coverage for Tumelo's transparency and voting APIs
- Coordinate and format data coming into and out of Tumelo's platform so that all teams have timely data in a useful form for the correct users/clients
- Ensure data we are sharing with clients/users through our platform and APIs is top quality and up to date e.g. make sure logos match companies; that company bios are accurate; that external links are functional
- Problem-solve to automate and streamline manual processes as they arise; think creatively about how to maximise data efficiency
- Strategically address the scalability of data operations e.g. automation vs creating a team
- Support Tumelo's research team to produce insights and analytics reports for clients

## Who you are:

---

- We are looking for an exceptional individual who encapsulates our company values.
- You are passionate, with great attention to detail, a hands-on attitude, and an entrepreneurial, problem-solving spirit.
- You are a strong communicator who can represent the business externally, taking calls confidently and writing great emails.
- You love tech; with an ability to apply it creatively and learn it better.
- You're organised, time-efficient and focused on getting stuff done.
- You have the flexible attitude required in a start-up environment, with the capacity and willingness to continuously adapt as Tumelo develops and grows.
- You work well under pressure and tight deadlines.
- You have a demonstrable passion for social, environmental and/or governance issues.
- You are not afraid to ask for help from the team or to put your ideas forward.
- You have the right to work in the UK with fluent spoken and written English.

## Desirable experience:

---

We're open-minded about the right person for this role. We'll be looking out for candidates who are able to demonstrate the qualities above e.g. previous requirement for professional writing/calls; use/exploration of different technical applications; roles where you've worked to tight deadlines and under pressure.

**You must have proficient excel skills and be keen to develop them further!**

## The finer detail:

---

- Full-time role preferred but if you're great for this role and not FT then reach out anyway
- Flexible times with core 'with the team' hours 10-3
- Flexible working from home (with time in office ~2 days/week, after COVID)
- Competitive salary based on experience (£24,000-£30,000)
- Company pension
- 33 days holiday (incl bank holidays)
- Company share options

## Application details

---

### Recruitment process:

- email application
- remote video interviews
- design/technical task if required

If Tumelo sounds like a bit of you and if you are excited to ride this rollercoaster alongside us, then please apply at [recruitment@tumelo.com](mailto:recruitment@tumelo.com)

### Include:

- An up-to-date CV
- A short cover letter explaining the life experience that makes you amazing; why you're good for us and especially why we're right for you
- Tell us what excites you most about Tumelo

**Start date: ASAP**