**Job Title:** Engagement and Insight Officer

**Salary:** £28,000pa

**Location: Sport and Recreation Alliance**, Holborn Tower, 137-145 High Holborn, London, WC1V 6PL

**About the Role**

Sport has the power to bring people together, build stronger communities, support individual development and positively change lives. The Sport for Development Coalition (SFDC) was born out of a shared belief in sport’s potential to play a greater role in addressing social issues across the UK.

The SFDC is a collective movement of organisations (and networks) that collaborate to be greater than the sum of its parts. Currently consisting of over 150 organisations, and funded via confirmed grant funding from Sport England, Comic Relief and Laureus Sport for Good.

Over the next four-years the SFDC will build, and then make the case for sport for development – allowing it to unlock additional investment and resource for the sector. This will be achieved through a focus on three core pillars of work: Impact, Advocacy and Investment.

The Engagement and Insight Officer will make a key contribution to the vision and mission of the Coalition through coordinating support services to the movement and helping build and make the case for sport for development. The role will coordinate engagement and consultation with sector stakeholders, help deliver events and activities that contribute to the SFDC’s advocacy on behalf of the movement and support the collation of data, research and resources to assist sport for development organisations enhance and demonstrate impact.

The role offers a unique opportunity to work with a wide range of sport for development organisations delivering impact across a diverse number of communities at what is a crucial time for the movement. Working with the recently appointed Executive Director, the role will contribute to achieving targets to grow the number of organisations supporting the Coalition and deliver mechanisms to better understand, connect, support and align its supporters to enable sport for development to achieve its full potential.

**Responsibilities**

**Engagement**

* Coordinate consultation and dialogue with the sport for development movement, sector stakeholders and broader policy and social development community.
* Support the delivery of virtual and in person events, activities and workshops that engage SFDC stakeholders and supporters, share learning and insights and help build the case for sport development among funders and policy makers.
* Manage the operation of SFDC working groups and advisory panels.
* Administer the SFDC Customer Relationship Management system and associated databases.

**Data, Research and Insights**

* Identify and collate data, insights and research to help build and make the case for sport for development.
* Input into and help produce reports and aggregated data to support the impact and advocacy pillars of the SFDC Business Plan.
* Identify and share resources, tools and capacity building opportunities for the sport for development community.
* Research and communicate grant and funding opportunities relevant to sport for development organisations.

**Advocacy and Communication**

* Support the production and dissemination of reports and discussion papers that analyse and champion the impact of sport for development.
* Assist the SFDC communications and social media functions, including by disseminating information on cutting edge research and resources, relevant data and statistics, capacity building offers and funding opportunities.
* Act as the Coalition’s point of contact for engagement and service delivery enquires.

**Organisational Development and Administration**

* Support the Executive Director implement the Coalition’s business plan across all three pillars of work: Advocacy, Impact and Investment.
* Contribute to the development of the SFDC as an organisation, establishing it as a positive influencing body with an excellent reputation.
* Contribute to the effective administration of the organisation in line with SFDC values, policies and procedures.
* Assist with the monitoring, evaluation and iterative development of the SFDC Business Plan and policy framework.

**Person specification**

**Experience and Professional Capability**

* Applied understanding of sport for development related policy, programme delivery and/or impact assessment.
* Experience supporting monitoring, evaluation and learning (MEL) of social impact.
* Demonstrated capability to identify, utilise and interpret statistics and data drawn from varied sources.
* Success contributing to data-rich reports and documentation for external audiences.
* Experience assisting with the planning and delivery of virtual and face-to-face conferences, events, meetings and working groups.
* Demonstrated success delivering or supporting online and in-person consultation, focus groups and/or capacity building workshops.
* Background contributing to digital communication with external organisations and partners.
* Experience administering and utilising CRM platforms is highly desirable.
* A minimum of two years relevant professional experience.

**Skills and Personal Attributes**

* Strong customer service orientation and a highly collaborative work approach.
* Excellent interpersonal skills and an enthusiasm for working with diverse stakeholder groups and partners.
* Effective project management, event delivery and administration skills.
* An applied knowledge and understanding of quantitative and qualitative research methodology.
* Good oral and written communication skills.
* Digitally savvy and ability to pivot between online and in person delivery.
* Good IT skills, with experience using CRM and/or data management systems desirable (e.g. MS Dynamics, Power BI, Tableau etc.)
* Knowledge and understanding of GDPR
* Adaptable and innovative style with an ability to work independently
* Values- led, with credibility, empathy and passion for social good
* Demonstrated commitment to promoting diversity and inclusion

**Equality and Diversity Statement**

The Sport and Recreation Alliance and Sport for Development Coalition is committed to equal opportunities for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief, marriage and civil partnerships. The Sport and Recreation Alliance is keen to further increase the diversity of its workforce and welcomes applications from all sections of the community.

**Safeguarding statement**

The Sport and Recreation Alliance and Sport for Development Coalition believes that a child, young person or adult at risk should never experience abuse of any kind. We all have a responsibility to promote the welfare of all children and young people and to keep them safe. Therefore, all posts undergo a safer recruitment process, including but not limited to, disclosure of criminal records where necessary and eligibility to work in the UK. We have procedures in place to promote safeguarding and a safe culture at the Alliance.

* ***Add SRA ‘diversity statement’***
* ***Add SRA Safeguarding statement***