



JOB TITLE: RESEARCH AND DATA OFFICER

GRADE: A

SALARY RANGE: £21,000 – £23,000

The Sport and Recreation Alliance believes that the power of sport and recreation can change lives and bring communities together. With our members and in partnership with the wider sector, we make the most of opportunities and tackle the areas that provide a challenge. We provide advice, support and guidance to our members and the sector, who represent traditional governing bodies of games and sport, active partnerships, outdoor recreation, water pursuits, and movement and dance for exercise. As the voice of the sector, we work with Government, policy makers and the media to make sure grassroots sport and recreation grows and thrives. Having an active nation is important as it delivers huge benefits to society and the millions of participants, volunteers, staff and spectators.

ROLE SUMMARY

As part of the Research & Development team established within the Alliance, the Research and Data Officer will be responsible for delivering key research and insight to help us generate increased revenues and provide enhanced services to our members.

This is a role which will demand a flexible approach, the capacity to recognise and address organisational needs and the ability to proactively design and undertake research and/or analysis to support the Research & Development team as well as the wider Alliance membership. The postholder will be based in our London office but required to travel on a regular basis throughout the UK.

MAIN TASKS AND RESPONSIBILITIES

- Support the design and delivery of primary research to support the Alliance's services to its members.
- To scrutinise large datasets using technical statistical analysis software packages (such as SPSS) to provide unique insights to the Alliance and members (technical skills will be assessed as part of the interview process).
- Draft reports and presentations synthesizing complex information into simple to understand outputs.
- Support the Research & Development team to develop project proposals based on research undertaken and contribute to the efficient delivery of projects
- Act as primary contact for research within the Alliance, building relationships with other researchers and research networks in the sector including academia.
- Develop and maintain a research database.
- Provide research and analytical support to the Policy and Governance teams as required.
- Represent the Alliance on internal and external groups to share research ideas.
- Any other duties as reasonably required.

PERSON SPECIFICATION

Education

Degree level qualification or equivalent, ideally with a research or data analysis element.

Desirable Skills, Knowledge and Experience

- Clear skillset in using data analysis using technical statistical analysis platforms / tools;
- Knowledge and experience of undertaking primary and secondary research;
- Demonstrable knowledge of research techniques and how and where to deploy them;
- Ability to present complex information to non-technical audiences in reports, presentations and, where necessary, dashboard formats;
- Able to identify how research can be used to identify new income generation opportunities;
- Understanding of how public policy impacts upon funding and business decision making;
- Self-starter and highly motivated with the ability to work under own initiative as well as part of a team;
- Strong communication and interpersonal skills with the ability to effectively communicate research findings to a variety of different audiences;
- Excellent organisational skills with the ability to prioritise workloads and manage time efficiently.

COMPETENCY EXPECTATIONS FOR ROLE:

People and Teamwork

- Develop and apply your own skills, looking for learning opportunities, whilst recognising and respecting the skills and contribution of others.
- Accept and act on constructive feedback from others.
- Are helpful and approachable when others ask for advice or assistance, creating a positive impression.
- Play an active role in the team, making a positive contribution and reflecting Sport & Recreation Alliance values in what you do and say.

Communication and Interpersonal Skills

- Use plain English for communication, structuring your writing to meet the need.
- Listen carefully and ask additional questions for clarification when needed.
- Regularly update colleagues, knowing when to share information and when to keep it confidential.
- Show an open mind, listening to other people's perspectives and different opinions.

Decision Making and Problem Solving

- Are open to new and different ideas; displaying willingness to adopt good ideas seen elsewhere.
- Identify and select between suitable options, checking with others in unusual circumstances.
- Implement decisions promptly once agreed.
- Take personal responsibility for making things happen, without passing the buck or laying the blame elsewhere if things don't go to plan, whilst keeping others informed and knowing when to seek help.

Planning and Delivery of Work

- Keep promises and honour commitments, showing a professional approach, flexibility and a 'can-do' attitude.
- Manage your own time effectively, focusing efforts on agreed priorities and deadlines and keeping others informed of progress.
- Take pride in delivering high quality work, taking responsibility for checking your own work and ensuring delivery in line with expectations.