RECRUITMENT PACK

INSIGHT & POLICY OFFICER (MATERNITY COVER)

FEBRUARY 2017
WE ARE WOMEN IN SPORT

Women in Sport is the leading charity dedicated to transforming sport for the benefit of every woman and girl in the UK. With over 30 years' experience in the sport sector, we draw on our unique insight to champion the right of every woman and girl in the UK to take part in, and benefit from, sport: from the field of play to the boardroom, from early years and throughout her life.

We are looking for an Insight & Policy Officer to provide maternity leave cover and help us deliver our vision. We need someone who is a skilled researcher, is able to analyse complex data and write research reports for both internal charity and external public audiences. We need a great team worker and someone who able to show initiative and is highly motivated to work towards gender equality in and through sport. This role will be available on a fixed term basis for up to 12 months.

We want people who share our ambition, have a highly flexible and adaptable approach to work and want their day job to make a difference to society. An interest in women’s sport will also help but you do not need to be ‘sporty’ or be a woman – in fact we value a diversity of experiences of sport in our team. Come and be part of this exciting new era for women’s sport.

ABOUT US

We’re committed to equality and operate within a culture and structure that recognises diversity and strives to be fair. We live by our values of Fairness, Insight-led, Collaborative and Challenging, (details on our website) and we aim to have an entrepreneurial and flexible approach to work. The team has created ‘Culture Club’ that has collaboratively introduced a range of initiatives to make Women in Sport a great place to work. We’re currently based in a Co-Work shared office in Finsbury Square that we share with a range of other businesses. The environment offers us the flexibility to work in a hot-desking environment, alongside all the ‘Big Office’ facilities of great broadband, a selection of well-equipped meeting rooms and break-out space. It suits our fast-paced, enthusiastic attitude and allows us the flexibility we need to respond to change. We’re a small team, but we’re doing big things. Transforming sport for the benefit of every woman and girl in the UK isn’t easy, but we’re committed to making the biggest difference we can. If you want to help us achieve our vision, why not consider a career with Women in Sport. We’re in. Are you?

THE ROLE

The Insight Officer will report to and work closely with the Senior Insight and Policy Manager. You will help us ensure Women in Sport maintains its position as the UK’s foremost expert in women’s sport and the way in which women and girls relate to sport & physical activity. From consumer insight to market oversight, the evidence-base for all of Women in Sport’s work must be robust and persuasive – you will play a key role in achieving this.
We are looking for someone who will help deliver our insight and research – from undertaking interviews and helping to facilitate focus groups, through to managing research companies who are delivering insight and research on our behalf. The role will be varied and fast paced, working with a range of stakeholders to help deliver high quality insight.

**Responsibilities**

1. **Contribute to developing and delivering our insight/research to ensure it is robust and persuasive.**

   **Specifically:**
   
   • Assist with qualitative research projects, including drafting discussion guides, conducting depth interviews, facilitating focus groups, transcribing recordings and analysing and reporting on data.
   
   • Assist with quantitative research projects, including drafting questionnaires, using Survey Monkey and other tools and analysing and reporting on data.
   
   • Undertake desk research and literature reviews to build our knowledge and understanding of a wide range of topics and to support the development of our insight projects.
   
   • Input to briefs for research agencies and manage relationships with agencies and other research partners.
   
   • Monitor, analyse and compile Women in Sport and third party information and research.
   
   • Keep abreast of the external landscape looking for new opportunities that can help build our insight and research programme for the future – including new research programmes, new funding opportunities, new partnerships and conference opportunities.

2. **Support the Senior Insight and Policy Manager in providing expertise to the wider team, Board of Trustees and partner organisations; providing high-quality advice, and, as appropriate, research support.**

   **Specifically:**
   
   • Support our insight work with sports partners – inputting to the design, and managing aspects, of the research according to the needs of the sport partner.
   
   • Work closely with the Engagement team to provide the information and support necessary to promote Women in Sport as the undisputed experts in the field.
   
   • Work closely with the Engagement team to share the learnings from our research and insight, contributing insight and research content to the website, marketing materials, e-zines, social media and events.
• Support our Sports Partnerships Team in piloting interventions in the sport sector and delivering advice and support to sports and commercial partners
• Build and maintain strong and effective relationships at a peer level with Women in Sport stakeholders, including market research organisations, academics, sports deliverers, brands, partner charities and others in organisations relevant to our work.

**Job Summary**

<table>
<thead>
<tr>
<th>Responsibility</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contribute to developing and delivering our insight and research to ensure it is robust and persuasive.</td>
<td>70%</td>
</tr>
<tr>
<td>Support the Senior Insight and Policy Manager in providing a source of expertise around insight for the wider team, Board of Trustees and partner organisations, providing high-quality advice, and, as appropriate, research support.</td>
<td>30%</td>
</tr>
</tbody>
</table>

**SALARY & BENEFITS**

This is a fixed term contract to cover a period of maternity leave. The contract is offered on an 11-month basis initially but this is subject to the current post-holders return to work.

The salary for this role is maximum £24,000.

Hours: We work 35 hours per week. From time to time the post holder will be required to undertake commitments outside normal working hours. Women in Sport offers a flexible approach to work. We work core hours of 10am-4pm but there is flexibility in terms of working outside of these hours and there is autonomy in creating an appropriate working pattern to suit the post holder and the needs of the Charity.

Annual leave: 25 days, plus Bank Holidays

Pension: Women in Sport operates a pensions auto enrolment policy, contributing up to 5% of salary.
EXPERIENCE & SKILLS

Required

Minimum of one years’ experience in a market and/or social research environment, ideally using both quantitative and qualitative techniques, either within an agency, university or in-house

At least two years’ project management experience

Excellent organisational and time management skills

Good communications skills: written and verbal

Experience in moderating depth interviews and focus groups

Experience of transcription/ note taking

Experience of conducting desk research

Experience of analysing complex qualitative data

Excellent report writing and presentation development and production skills

Excellent IT and MS Office skills, specifically Word, Outlook, PowerPoint and Excel

Understanding of the political, cultural and social environments affecting equality and women’s sport

Desirable

Experience in survey design and analysis

Experience in SPSS or other quantitative analytics packages

Experience of working with research agencies

Public speaking experience

Experience or knowledge of the charity/voluntary or sport sector
**Personal Attributes**

Enthusiasm, energy and willingness to meet challenging demands, work to deadlines and cost limits and initiate and sustain improvements in service

Self-motivated, able to use initiative and a highly flexible approach to work

A personal commitment to the Women in Sport cause

Self-disciplined, with excellent attention to detail

A strong team player with good inter-personal skills

Willingness to travel in the UK

**ABOUT US**

We’re committed to equality and operate within a culture and structure that recognises diversity and strives to be fair. We live by our values of Fairness, Insight-led, Collaborative and Challenging, and we aim to have an entrepreneurial and flexible approach to work. Under new leadership, the team has created ‘Culture Club’ that has collaboratively introduced a range of initiatives to make Women in Sport a great place to work.

We’re based in a Co-Work shared office in Finsbury Square that we share with a range of other businesses. The environment offers us the flexibility to work in a hot-desking environment, alongside all the ‘Big Office’ facilities of great broadband, a selection of well-equipped meeting rooms and break-out space. It suits our fast-paced, enthusiastic attitude and allows us the flexibility we need to respond to change.

We’re a small team, but we’re doing big things. Transforming sport for the benefit of every woman and girl in the UK isn’t easy, but we’re committed to making the biggest difference we can. If you want to help us achieve our vision, why not consider a career with Women in Sport. We’re in. Are you?

**TO APPLY**

If you feel inspired to come and work with us, please submit a covering letter (maximum 2 sides A4) and detailed CV to careers@womeninsport.org. The covering letter should explain why this role interests you and how your experience addresses the criteria as set out in the job description.

We will consider job share for this role.
We look forward to hearing from you.

February 2017