

JOB DESCRIPTION:

INSIGHT MANAGER

DEC 18



WE ARE WOMEN IN SPORT

Are you passionate about gender equality? Do you want your work to make a difference? We are Women in Sport – come and join our team.

Women in Sport is the leading charity dedicated to empowering women and girls through sport. Our vision is a society where women and men have equal opportunities. Women and girls are missing out on the lifelong benefits of sport. We want to change this, now, for every woman and girl in the UK. We are the leading organisation in the UK that researches sport purely from the perspective of women and girls. We use the insight gained to drive change through campaigns and partnerships.

We are a team that shares a great ambition, has a highly flexible and adaptable approach to work and comprises people who want their day job to make a difference to society. We value a diversity of experiences of sport in our team, and you don't have to be female to work here. Come and be part of this exciting new era for women's sport.

THE ROLE

This is a full-time (35 hours per week) permanent role, reporting to and working closely with the Head of Insight & Innovation and would suit someone with experience of working in a research role. You will have 2 direct reports at insight officer level, each working a 3-day week, as a job share.

The insight function is at the heart of the organisation. We are the leading organisation in the UK that researches sport purely from the perspective of women and girls, ensuring we reflect their 'authentic voice' and are an 'indispensable partner' to the organisations in the sports sector. We do this by robust and innovative research, which gets under the skin of the issues, and importantly by the ability to transform these into ideas and action. The insight gained is then used to drive change through campaigns, policy change and new initiatives where we work with external partners to champion women and girls through sport. Your role will be to help Women in Sport build on its reputation as the expert in this area.

Responsibilities

The role is suitable for someone who already has a strong grasp of both qualitative and quantitative research methodologies and has been managing and setting up research projects from scratch. You should also have a passion for understanding what makes people tick and be able to translate that understanding into compelling stories which inspire others. You should be comfortable selecting the appropriate methodologies, running your own research, moderating focus groups, conducting interviews, and analysing results, as well as managing research agencies to design and deliver research for our larger projects.

As a member of the Women in Sport team staff you will also support the delivery of the Women in Sport Research and Advice Service. You will share knowledge, experience and advice through a proactive support service to ultimately prevent women and girls missing out on the lifelong benefits of sport.

More specifically:

- Advising on appropriate data collection methods, designing and managing both qualitative and quantitative projects, from briefing, writing questionnaires and discussion guides through to analysis, reporting and presenting the findings verbally and in written reports.
 - a. Conducting your own qualitative interviews and focus groups and setting up simple questionnaires (e.g. On survey monkey) in-house
 - b. Commissioning research with external research agencies and managing to achieve the highest standards of work, on time and to budget.
 - c. Interpreting the findings and deriving clear recommendations to drive action in policy change or innovation from the work done.
 - d. Presenting findings externally to our partners and the wider sports sector, at meetings, workshops and events.
 - e. Developing clear and compelling presentations and reports.
- Monitoring and compiling Women in Sport and third-party information and researching and writing literature reviews.
- Responsibility for the day-to-day management of two Insight Officers, allocating their workload and supporting the Head of Insight with their professional development.
- Managing and monitoring the insight budget and expenditure.
- Building relationships and credibility with external stakeholders and insight counterparts.
- Working closely with the Communications team to provide the information and support necessary to recommend subject matter for consumer campaigns and contributing insight content.
- Working closely with the innovation team to help them generate ideas from the insights and to provide monitoring and evaluation for their programmes of work.
- Supporting the Head of insight and innovation with Women in Sport insight strategy and business plans.

EXPERIENCE & SKILLS

Required

- Possess a relevant qualification or appropriate experience in a related research/insight role
- Demonstrable experience in a market and/or social research environment, regularly using both quantitative and qualitative techniques.
- Good current working knowledge of the latest online and offline research methodologies, tools and protocols
- Analytical and numerate with experience interpreting data
- Competent in survey design and analysis

- Competent in conducting qualitative interviews and focus groups.
- Excellent written and verbal communication skills
- Excellent IT and MS Office skills, specifically PowerPoint and Excel
- Good presentation skills and confidence to speak in public.

Desirable

- Experience of managing direct reports or a small team.
- Experience or knowledge of the charity/voluntary sector
- Experience in SPSS and other quantitative analytics packages

Personal Attributes

- Enthusiasm, energy and a positive 'can do' attitude towards work.
- Self-motivated, pro-active and curious. Always seeking to understand why.
- Ability to work under pressure and to tight timescales.
- Well-organised, numerate and with excellent attention to detail.
- A strong team player and manager with good inter-personal skills
- Demonstrable commitment to the ethos of equality and diversity.

REWARD

Salary: £30,000 to £32,000

Hours: 35 per week.

The post holder will be required to undertake some commitments outside normal working hours.

Annual leave: 25 days, plus Bank Holidays pro rata

Duration: Permanent role

Pension: Women in Sport operates an auto-enrolment pension, with matched contributions of up to 3% of salary.

Flexibility: Women in Sport offers a range of options for flexible working and we'd be happy to discuss your needs at interview stage.

ABOUT US

We are 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.

We're based at the House of Sport in Borough, where we share facilities with a range of other sports' organisations and charities. 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. 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 1 side of 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 look forward to hearing from you.

CLOSING DATE: 9am on 10 January 2019

Interviews week commencing 17 January 2018