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**Research and Evaluation Advisor**

**Directly responsible to: Research and Insight Manager**

**Salary Range: £24,000-£28,000**

**Location: Manchester**

**Contract: Permanent, Full time**

**Role purpose**

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| Activity Alliance is the new name for English Federation of Disability Sport. Activity Alliance brings members, partners and disabled people together to make active lives possible. Collectively, we continue to challenge perceptions and change the reality of disability, inclusion and sport. Activity Alliance is a national charity working towards a better future where disabled people and those with long-term health conditions can be active and stay active for life.September 2018 marks 20 years since we became a national charity and we are proud of our success so far. Over the past six years, Activity Alliance have worked hard to become the ‘go-to’ resource for primary research around disabled people being active. We have gathered a wealth of knowledge that the sport, physical activity and health sectors use to improve their offers.As we enter a new era in our organisational history, we are looking to expand our research and insight team by appointing a new proactive and self-motivated research and evaluation advisor. We are looking for someone with drive, ambition and creativity who is willing to help us explore new avenues of work. This role will support the Research and Insight Manager in conducting and commissioning research, analysing, interpreting and presenting data as well as offering consultancy to internal and external customers. In particular, there will be a focus on evaluation of the organisation, its programmes and those of external partners. |

**Key responsibilities**

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| We are looking for an individual with a strong research background, who is comfortable working on both qualitative and quantitative research projects, including primary and secondary research. In particular, there will be an emphasis on evaluation and measuring impact. The successful candidate will support the Research and Insight Manager to maintain and improve Activity Alliance’s market leader position. The post’s responsibilities include:* Writing and reviewing briefs for commissioning new research projects
* Writing materials for research projects
* Attending / conducting research interviews and groups
* Engaging with a range of stakeholders, including disabled people, to ensure their voices are heard

 throughout our research and insight process* Analysing and interpreting data (qualitative and quantitative)
* Writing reports and presentations of research findings
* Supporting the dissemination of Activity Alliance’s research and insight to have maximum impact on our organisation, stakeholders and wider society
* Attending workshops and conferences to present research findings
* Acting as consultant to internal and external stakeholders on research development and delivery
* Regular travel across the UK to attend meetings and conferences
* Day-to-day leading role on evaluation of organisation and programmes
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**Contribution to the work of Activity Alliance**

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| The successful candidate will work for Activity Alliance to:* Support positioning as a respected source of information for all internal and external stakeholders
* Help drive our vision and key messages, including to increase the number of active disabled people and build awareness of better inclusive practices among customer groups
* Assist in maximising our research and insight gathering, in order to improve internal and external knowledge and awareness
* Support our work in developing a solid research base around disabled people and sport and active recreation
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**Person specification**

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| **Key behaviours** * Collaborator
* Positive thinker
* Excellent communicator

**Essential skills/experience*** Experience in a research role and understanding of the whole project management process from conception to commissioning to delivery
* Experience in qualitative and quantitative research projects and techniques
* Experience and skills in writing research materials for qualitative and quantitative projects
* Experience of writing and delivering presentations
* Experience of producing written reports
* Excellent communication skills in dealing with different audiences
* Experience managing projects
* Proactivity and ability to work autonomously
* Excellent Microsoft Office skills, particularly PowerPoint, Excel and Word
* Skills in data processing packages – minimum Excel, ideally SPSS
* Experience using online survey software (e.g. SurveyMonkey)

**Desirable skills/experience*** Experience or understanding of disability and/or sports policy and practice
* An understanding / experience of managing research budgets
* Experience in commissioning agencies to conduct research projects
* Awareness and knowledge of panel management systems
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**Other requirements of role**

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| This role will require the ability to travel independently across the UK and willingness to work away from the normal place of work. This will include regular attendance at meetings at Activity Alliance’s head office in Loughborough. The post holder will need the flexibility to work occasional unsocial hours including evenings and weekends. |

**Equality and diversity**

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| Activity Alliance will continue to build towards a culture that is diverse and inclusive and that recognises and develops the potential of all stakeholders. We recognise the business benefits and opportunities of having a diverse community of Board members and staff who value one another. We want all our team to realise the contribution they can make to achieving Activity Alliance’s vision ‘Making Active Lives Possible’. Activity Alliance is committed to equality and diversity in all its activities promoting inclusive processes, practices and culture in line with the equality principles set out in the Equality Act 2010.We will eliminate any unlawful or unfair discrimination including direct or indirect discrimination, discrimination by association, discrimination linked to a perceived characteristic, harassment and victimisation. We will remain proactive in taking steps to ensure inclusion and engagement for all the people who work for and with us. This includes promoting equality and diversity for all people, but in particular for those identified in the Equality Act (2010) with the following “protected characteristics”:• age • disability • ethnicity (including race, colour and nationality) • gender• gender reassignment • religion or belief • sexual orientation • marriage and civil partnership • pregnancy and maternityThis policy statement applies to all staff, service users, trustees, volunteers and those with whom we work in partnership. |

**Assessment Framework**

Please see the associated “competency framework”.

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|  | **Competencies** | **Level** |
| 1 | Personal Effectiveness | 2 |
| 2 | Individual impact | 3 |
| 3 | Managing change | 2 |
| 4 | Leadership | 1 |
| 5 | Delivering results | 3 |
| 6a | Technical knowledge - Sport and disabled people | 1 |
| 6b | Technical Knowledge – Research | 3 |

Should you wish to read our privacy notice please go to <http://www.activityalliance.org.uk/privacy> for more details.

**Activity Alliance**

**SportPark**

**Loughborough University**

**3 Oakwood Drive**

**Loughborough Leicestershire LE11 3QF**

**Tel 01509 227750**

[**www.activityalliance.org.uk**](http://www.activityalliance.org.uk)

**For further information about this role, please contact at Joan on either the number above, or at** **joan@activityalliance.org.uk****.**

**Please send in applications by 5 pm on the 3 August to the following email:**

**jobs@activityalliance.org.uk**

**Interviews will be held on the 15 August 2018 at Trafford House Chester Road Manchester M32 0RS.**