

# Recruitment Pack

**Data and Insight Support Officer**

**August 2020**



# Data and Insight Support Officer

Based in Morley but working across South Yorkshire and West Yorkshire.

**Salary: £19,617 - £21,864 per annum**  
(plus travel expenses and pension contribution)

As the Data and Insight Support Officer - and an integral member of the Data and Insight team - you will assist with the data collection, processing and monitoring of data, so that our work and that of our partners is founded on high quality information and learning.

We'd love to hear from you if you have experience of:

- Collecting, using and reporting data to inform decision making
- Working to and meeting strict deadlines
- Using a variety of different packages and databases for processing, presenting and manipulating data
- Reporting and presenting data and insight to a range of audiences

Skills:

- Excellent level of numeracy with the ability to translate data and qualitative information
- Good communication and interpersonal skills
- Ability to build effective working relationships
- Excellent IT skills and ability to use a variety of software used for data and insight
- Ability to organise own workload and work to strict deadlines.

**Applications close at 12pm on Monday 21 September.**

Interviews will take place week commencing Monday 5 October.

Apply online here:

<https://yorkshire.sportsuite.co.uk/forms/view/dataofficer>

# Dear candidate.

We know that Yorkshire is a sports mad county. From the crowds that turned out for the Tour de France (and Tour de Yorkshire), to the success that Yorkshire athletes have at the Olympics and Paralympics, to the runners pounding our city streets, to the thousands of volunteers making sure matches take place every week; we know that sport is part of the fabric of our communities.

Around a million people in West Yorkshire and South Yorkshire take part in sport and recreation activities each week. But that is not enough. We want to create opportunities for the other two thirds of our population to take part so they too can enjoy the significant health and personal development benefits that we know that sport can deliver. We know more people of all ages want to play sport; it's our job to make it easier for them to do so through supporting the right activities in the right place and at the right price.

Yorkshire Sport Foundation is one of the 43 Active Partnerships across England who support networks of local agencies committed to working together to increase the number of people taking part in sport and physical activity. We cover the second largest population of all Active Partnerships and have a strong reputation regionally and nationally for our work.

But we are not about to rest on our laurels; we know we need to do more. We are entering an exciting period as we implement our ambitious new strategy that will see us set challenging participation and financial targets.

If you are excited by the prospect of using your skills and experience to make a difference to sport in the Region, we would really like to hear from you.

Thank you for showing an interest in this role.

**Nigel Harrison**

**Chief Executive**



# About us

Yorkshire Sport Foundation is a high-performing Active Partnership and a Lottery funded charity, supporting organisations across the nine districts of South Yorkshire and West Yorkshire. We want to make activity part of everyone's life.

We believe in the power of activity to change people's lives. Our vision is to create a vibrant, healthy and prosperous Yorkshire through sport and physical activity, supporting the work of local, regional and national organisations.

A quarter of us are inactive – as a charity we work closely with partners to help individuals and communities build healthy habits for life.

Our role is to connect, influence and provide support for sport and physical activity, increasing and improving the many ways people can take part and get active.

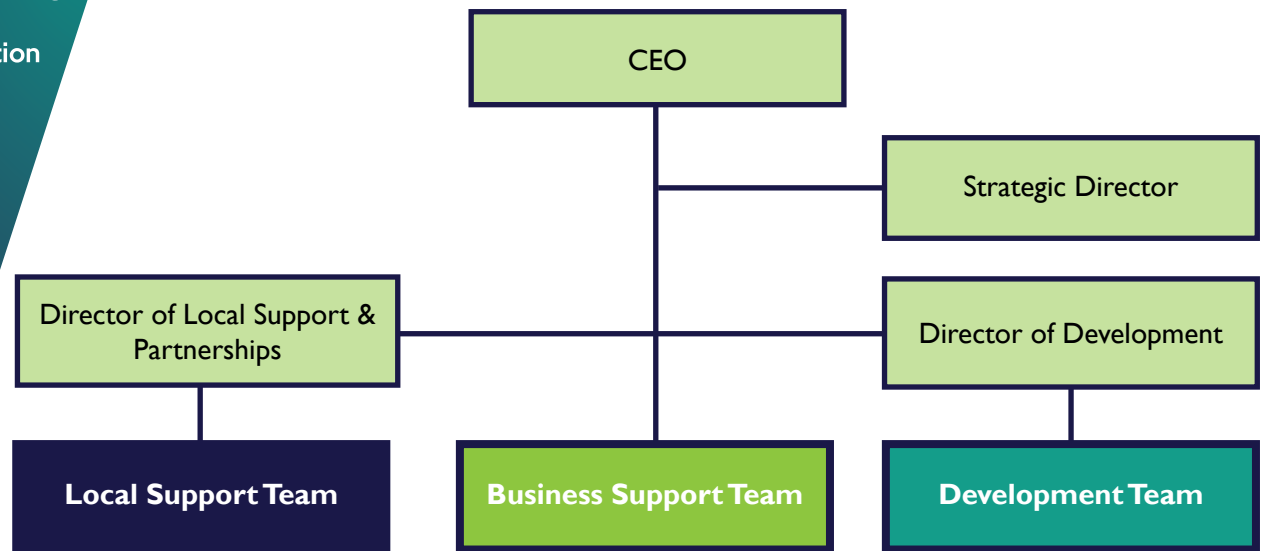
**CONNECT:** We work with the District Activity Partnerships bringing together organisations and communities to plan and create the environment for better delivery.

**INFLUENCE:** We promote the value and provision of activity among major decision making bodies in our area.

**PROVIDE:** Our charitable status and Sport England Lottery funding as allows us to identify and fill gaps in provision across the nine districts.

**Find out more at** [www.yorkshiresport.org/about](http://www.yorkshiresport.org/about)

- Aims and values
- What we do
- Read our Impact Report
- Meet the team



## Our Structure

The charity is split into three business units:

The **Local Support** team works in and with the nine local authority districts. Development Managers are assigned to at least one district, with a focus on the development of the District Activity Partnership. Development Officers do their work on the ground, working alongside organisations, clubs and groups to allow more people to be active.

The **Business Support** team provides expertise and guidance in communications and marketing, finance, data and insight, and HR. We also have two Business Support Officers who provide administrative support.

The **Development** team work on broader areas that help to deliver our strategy: Focus communities, Children and Young People, Education and School Sport, Events, and Workforce. The team includes Project Support staff who work on funded projects, such as those in focus communities including Active Burngreave and Active Dearne. These staff range from full-time employees, to those in part-time roles, such as Community Champions.

## JOB DESCRIPTION

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**Post Title:** Data and Insight Support Officer

**Location:** The main headquarters of Yorkshire Sport Foundation is at Morley (Leeds). The post holder is expected to adopt a flexible approach to their work and must be able to travel across the West Yorkshire and South Yorkshire area

**Salary:** £19,617 - £21,864 (plus travel expenses and pension contribution)

## PURPOSE OF POST

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To assist the Data and Insight Manager with data collection, processing and monitoring of data for Yorkshire Sport Foundation so that our work and that of our partners is founded on high quality information and learning.

## DUTIES AND RESPONSIBILITIES

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### 1 Data Capture and Reporting

- Assist with the data collection and input of evaluations including monitoring where surveys need to be sent out
- Support Development Officers and Community Champions with the input and monitoring through data capture tools
- Develop the Learning Bank through capturing stories from the communities and wider system
- Supporting the communications team with relevant and timely statistics for use in press releases, case studies and other documents as required
- Support local community clubs/ organisations in data capture

### 2 Supporting partners

- Work with the Data and Insight Manager to supporting wider network on behalf of our partners
- Support the wider local and development teams with data collection and input where required
- Assist the Data and Insight Manager with tasks associated with insight projects



### 3 General

- Collect process and analyse qualitative and quantitative data from a variety of sources, to assist in the preparation of reports, presentations, briefings and awareness sessions for non- data specialists
- Input, check and maintain a variety of electronic systems, ensuring information is accurate and stored appropriately
- Maintain awareness of policies and procedures which impact on how YSF collects, processes and maintains accurate data
- Respond flexibly to requests for information and support, ensuring accuracy and data quality to meet the requirements of our customers and business needs
- To contribute to teamwork and development by sharing knowledge and information and work to the values of Yorkshire Sport Foundation
- To participate in training and development programmes where appropriate

### MISCELLANEOUS

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- To undertake such duties and responsibilities of an equivalent nature, as may be determined by the Chief Executive or Directors from time to time, in conjunction with the post holder.
- The post holder must promote and actively support all the Charity's policies and in particular the following:
  - Diversity and Inclusion Policy
  - Dignity at work (Prevention of harassment and bullying policy)
  - Safeguarding Policy
  - Health and Safety Policy
  - Data Protection Policy

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**Responsible to:** Data and Insight Manager

## **EMPLOYEE SPECIFICATION**

<b>Attributes</b>	<b>Relevant criteria</b>	<b>How identified</b>	<b>Rank</b>
Relevant experience	1. Experience of collecting, using and reporting data to inform decision making	Application Form / Interview Process	A
	2. Experience of working to and meeting strict deadlines	Application Form / Interview Process	A
	3. Experience of using a variety of different packages and databases for processing, presenting and manipulating data.	Application Form / Interview Process	A
	4. Experience of reporting and presenting data and insight to a range of audiences and through a variety of methods	Application Form / Interview Process	A
Education, training and special knowledge	5. You have solid foundation knowledge of the benefits and appropriate applications of quantitative and qualitative research methods, including practical or theoretical experience of either.	Application Form	A
	6. Working knowledge of data quality checking and techniques.	Application Form / Interview process	A
	7. Knowledge of data governance, Data Protection Act and up to date practice	Application Form/Interview	B
Skills and abilities	8. Excellent level of numeracy with the ability to translate data and qualitative information ensuring accuracy of processing and safeguarding of confidential information.	Application Form / Interview Process	A
	9. Good communication and interpersonal skills with the ability to communicate clearly and effectively in both written and verbal formats to a variety of stakeholders	Application Form/Interview Process	A
	10. Ability to build effectively working relationships both internally and externally, at all levels.	Application Form/Interview Process	A



Attributes	Relevant criteria	How identified	Rank
	11. Excellent IT skills with the ability to use a variety of software that is used for data and insight	Application Form/Interview Process	A
	12. Ability to organise own workload and to work to strict deadlines	Interview	A
	13. Ability to work effective and flexibly as part of a team.	Application Form / Interview Process	A
	14. Willingness to be flexible to accommodate a varying workload which may result in working outside normal office hours if necessary	Application Form / Interview Process	A
Any additional factors	1. Ability to travel independently around West Yorkshire and South Yorkshire.	Interview Process	A
	2. Ability and willingness to work to the values of Yorkshire Sport Foundation	Interview Process	A
	3. Willing to undertake training and continuous professional development in connection with the post	Interview Process	A

Please make sure that you demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criteria on your application form. The letters A, and B in the “Rank” column refer to the importance we will give your answers when we read your applications. You must have all the A’s on day one to be able to do the job, you need to have all the B’s to do the job, but they could be learnt during the induction. We recognise and welcome our responsibility to remove any barriers in our Recruitment and Selection process for disabled people. We have tried to do this, but if you have a disability and identify any barriers in the job description or employee specification, please tell us of these in your application. We are committed to making reasonable adjustments to the job wherever possible and it would help us to know your needs in order to do this.

Where criteria are to be identified through the “Selection Process”, this may involve written exercises, practical tests, group discussions, presentations, interviews.

**A vibrant, healthy and  
prosperous Yorkshire  
through sport and  
physical activity**

