

Senior Research and Insight Advisor

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| **Directly responsible to: Director of Innovation and Business Development** **Salary: £32,029 FTE****Location: Manchester, Loughborough or remote****Contract:** **Permanent, Full time** |

# About Activity Alliance

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| Activity Alliance is the leading voice for disabled people in sport and activity. Established in 1998 as a national charity, we were previously known as the English Federation of Disability Sport. Our vision is fairness for disabled people in sport and activity. Sport and activity play an important role in our nation’s health. We want to create a fair society for everyone. A place where everyone can be active however and wherever they want to be.Our ambition is to close the gap between disabled people’s level of inactivity and that of non-disabled people. We are to close this gap within a generation by achieving two clear organisational goals: 1. Embedding inclusive practice into organisations
2. Changing attitudes towards disabled people in sport and activity

Our values underpin everything we do. They shape our work and support us to embed a strong dynamic culture across our organisation: * We care – we are passionate about what we do, and who we do it for.
* We unite – we collaborate with others to achieve greater outcomes.
* We champion – we recognise everyone’s voice must be heard if we are to provide equitable place to live, work, and thrive.
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# Role purpose

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| Our two Senior Research and Insight Advisors will work closely together to lead the development of our sector-leading research and insight function. As part of the team, you will ensure that the past and future research, insight and its outputs remain relevant. Also, that they can be used across the sector to help achieve fairness for disabled people in sport and activity.You will strive to ensure that our research and insight portfolio continues to evidence the need to drive change and the factors that enable this to happen. You will champion co-production and ways in which it can be built into the research development, methodologies, its recommendations and outputs. |

# Key responsibilities

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| * Developing, undertaking and commissioning sector-leading programme of research and insight
* Jointly leading the approach to and the dissemination of Activity Alliance’s research and insight to have maximum impact on stakeholders across the sector and beyond.
* Jointly enable the organisation to use research outputs effectively to raise the profile of Activity Alliance and the work of the organisation.
* Engaging with a range of stakeholders, particularly disabled people, to ensure their voices
* are heard throughout our research and insight process.
* Writing and reviewing briefs for commissioning new research projects.
* Analysing and interpreting data (qualitative and quantitative)
* Writing and presenting reports of research findings
* Writing materials for research projects
* Attending / conducting research interviews and groups online and in-person
* Acting as consultant to internal and external stakeholders on inclusive research development and delivery
* Working closely with internal and external stakeholders to ensure outputs from research are actionable and relevant.
* Attending workshops and conferences to present research findings
* Delivering organisational surveys for internal improvement and impact measurement’ (e.g. staff, board, events)
* Working with the Director of Innovation and Business Development to help identify potential sources of income for the growth of our research and insight function
* Work closely with the Director of Innovation and Business Development to manage the Research and Insight budget
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# Person specification

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| **Key behaviours** * Leadership
* Collaborating with others
* Positive thinker
* Analytical
* Innovator
* Strategic thinker
* Excellent communicator

**Essential skills/ experience** * Considerable experience in a research related role
* Degree level educated in relevant field
* Experience in managing the research project management process from conception, through to commissioning and finally dissemination.
* In-depth understanding of qualitative and quantitative research projects and techniques
* Excellent writing and presenting skills with ability to clearly communicate key messages
* Experience in communicating research findings to different audiences (general public, government, policy bodies)
* Relationship management skills
* Self-motivated and able to work autonomously
* Excellent Microsoft Office skills, particularly PowerPoint
* Experienced in using data processing packages including Excel and ideally SPSS
* Experience in using online survey software (e.g. Survey Monkey)
* Experienced in commissioning agencies to conduct research projects
* An understanding of end-user impact measurement

**Desirable skills/ experience** * Experience of managing research budgets
* Ability to motivate
* Experience in supporting policy development
* Experience of growing income through selling expertise and achieving grant income
* Experience or understanding of issues affecting disabled people and/or sports policy and practice
* Awareness and knowledge of panel management systems
* Experience in the development of engaging, innovative and accessible research outputs
* Knowledge and experience in campaign development using research outputs
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# Contributions to Activity Alliance’s work

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| * Demonstrate our organisational values and behaviours in everything you do.
* Undertake any other duties as required by the line manager or executive leadership team that are commensurate with the role.
* Work effectively with colleagues in other teams across the organisation to achieve our organisational goals.
* Actively share your knowledge and expertise with colleagues to support staff development and working processes.
* Keep up to date with key issues, reports, announcements, and legislation on the development of sport and activity for disabled people. When required, take up internal and external training and development opportunities to support this.
* Comply with our organisational policies and processes including the staff handbook, equal opportunities policy, and code of conduct.
* Drive Activity Alliance’s positioning as a respected source of information for all internal and external stakeholders
* Help raise the profile of the organisation as the leading voice for disabled people in sport and activity
* Help drive Activity Alliance’s vision and key messages.
* Act as joint lead on the work of Activity Alliance in continuing to grow our sector-leading research and insight provision around disability, inclusion and sport.
* Be pivotal in ensuring the outputs from research are relevant and actionable to internal and external stakeholders
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# Other role requirements

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| Ability to travel across the UK and willingness to work away from the normal place of work as required. 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 is committed to championing equality and diversity in all aspects of employment and in the services that we provide. All employees are expected to understand and promote the Activity Alliance equal opportunities policy in their work. All Activity Alliance staff are required to actively promote, influence, and encourage the empowerment of disabled people in sport and activity.  |



# Contact details

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