

Job Title	Research & Insight Officer
Salary	£22,500
Responsible to	Research, Insight & Communications Strategic Lead
Key External Partners	Research organisations; other Active Partnerships; Local Authority insight teams; Sport England

Purpose

To identify, digest and summarise complex data, research and insight from a number of sources, and effectively communicate insight-led recommendations to a wide range of internal and external stakeholders to influence social change.

To contribute to the gathering, assessment and reporting of information which will contribute towards improving the planning, delivery and evaluation of sport and physical activity across Northumberland and Tyne & Wear.

Key Themes & Responsibilities

- To assist in the undertaking of quantitative and qualitative research and evaluation of sport and physical activity projects/programmes to inform future planning and investment decisions; demonstrate impact and build an evidence base.
- Assist with conducting research to gather and interpret data to produce reports for other team members and/or our partners/stakeholders.
- Collate and interpret insight relevant to identified places and target groups to support and evidence the work of the Charity to ensure the team are up to date and are utilising insight in their day to day work.
- Utilise the Local Insight Tool and other existing insight resources to generate real-time reports and mapping in line with project planning and review processes, identifying gaps in existing insight and assist in addressing these gaps where appropriate.
- Utilise appropriate software to display research and insight information in a visually appealing and easily digestible format.
- Contribute to the Charity’s monitoring and evaluation requirements.

- To collaborate and engage with Research and Insight Leads across other local Active Partnerships and across the network to share best practice and drive organisational improvement in this area.
- To attend training and development opportunities relevant to the post and/or self-development objectives.
- Any other duties as required which are commensurate with the grade and remuneration of the post.

Number of Reports

Direct Reports: 0
Indirect Reports: 0

Practical Requirements

The post holder must:

- Be values driven and display the utmost integrity and transparency.
- Work with high energy and be motivated to succeed.
- Be a leading advocate for the benefits that physical activity and sport can play in developing communities and individuals.
- Ensure compliance with the Charity’s internal procedures and all legal requirements.

Last updated: May 2020

Date of next review: May 2021