

PERSON SPECIFICATION

Research & Insight Officer

Competency	Role Specification	Evidence/Demonstration of meeting specification	Essential	Desirable
Values, Motivation and Working Practices	Committed to collaboration, catalysing change and positively disrupting the status quo.	Application Form, Interview, References	✓	
	Self-motivated – able to work alone with minimum supervision.		✓	
	Able and willing to work as part of a multi-disciplinary team and contribute effectively to the work of the team.		✓	
	Committed to sport and physical activity equity and safeguarding.		✓	
	Able to develop and deliver work programmes and targets.		✓	
Qualifications	Good level of general education.	Application Form, Certificates	✓	
	Educated to degree level in a related area, or comparable learning and experience in a related area such as sport and physical activity, or research/data analysis.			✓
Experience	Considerable experience of identifying and gathering data, research and insight from a number of sources to support organisational objectives and individual programmes.	Application Form, Interview, References	✓	

	Experience of maintaining databases of information, and analysing and reporting the data and research clearly and concisely.		✓	
	Experience of contributing to the planning, monitoring and evaluation of projects or programmes.		✓	
	Experience of successfully communicating with individuals / organisations to gather and/or provide meaningful information.		✓	
	Experience of preparing and presenting reports.		✓	
	Using IT solutions, packages or apps to support organisational objectives and individual programmes e.g. Outlook, Word, Excel, PowerPoint etc.		✓	
Skills, Knowledge and Aptitude	Excellent written and oral communication skills, with the ability to write and present clearly and concisely.	Application Form, Interview, References	✓	
	An understanding of issues surrounding public health, health inequalities, social inequalities, behaviour change and physical inactivity			✓
	Data gathering, analysis and reporting skills.		✓	
	Knowledge of quantitative and qualitative research tools and techniques, and primary and secondary data analysis.		✓	
	Knowledgeable about, and skilled in using, appropriate software packages to display research and insight information in a visually appealing format.		✓	
	Commitment to providing high levels of customer service.		✓	

	Good understanding of current digital and social media platforms.			✓
	Excellent administrative and planning skills.		✓	
	Good IT skills and knowledge, commensurate with an office environment.		✓	
Other	Able to meet the travel requirements essential to the post, including managing time and regular travel between the Charity's Blyth and Washington offices.	Application Form, Interview, References	✓	
	Committed to continuous professional development and maintaining pace with industry trends and developments.		✓	
	Willing to work typically in an office environment but a flexible attitude when required to work off-site. This may include working evenings and weekends on occasion.		✓	