

**JOB ROLE – RESEARCH AND DEVELOPMENT OFFICER**

Contract Type: Full Time/Permanent

Location: Holborn, London (with travel to other sites)/Hybrid Working

Salary: Salary: £25,927.20 TO £28,000 + holidays and benefits **(dependent on skills and experience)**

**OVERVIEW**

**Are you looking for an opportunity to work in the UK sport and physical activity sector and play a leading role in supporting a promoting a network of impactful and inspirational members?**

The Sport and Recreation Alliance (SRA) – the representative body of, and voice for, the sport and recreation sector in the UK – is looking for a **Research and Development Officer** to join our team.

**ABOUT US**

The Sport and Recreation Alliance strongly believes in the transformational power of sport and recreation to positively shape lives and help drive societal and economic growth. We recognise the untapped potential of our sector and advocate on its behalf to foster a healthier and more prosperous nation, where more people from all backgrounds can participate and be active.

As one of the main and longest standing organisations in the sector, we act to protect and promote the interest of our members - who range from traditional governing bodies of sport (including the FA, the RFU, the ECB, England Netball, Skateboard GB), to outdoor and water pursuits (including Paddle UK, Camping and Caravanning Club and the RYA), to movement and dance organisations (including the British Dance Council and the Royal Academy of Dance).

We are firm believers in ‘life-work’ balance, and while we are a team of high-achievers, who all work hard, strive to deliver for our members and create real world impact, we equally prioritise fostering a fun, inclusive and supportive culture and environment, where everyone can learn, develop and achieve their full potential.

From face-to face training to networking and volunteering – you’ll have all the opportunities you need to make the right moves for you. We know the postholder won’t start with expertise in all these areas and we will help develop your knowledge.

As a member of our team, you’ll be doing everything you can to deliver our strategy, and we’ll be doing everything we can to support you every step of the way.

**ABOUT THIS ROLE**

As part of the **Research & Development team** within the Alliance, the **Research and Development Officer** is responsible to the Head of Research and Development and will hold the following core responsibilities:

**Support in driving the delivery of projects:** you will work with the team and its members to deliver projects that will contribute to the achievement of operational objectives. Specifically, this will focus on projects aimed at driving our policy and advocacy work, attaining income and/or enhancing the ability of the Alliance/ our members to achieve respective goals. Demonstrating an ability to successfully deliver high quality outputs whilst managing competing priorities and deadlines across workstreams and clients. Knowledge of project management principles and good practice is an advantage.

**Research and Insight expertise**: An ability to demonstrate a knowledge and application of both primary and secondary research skills is key. The ability to evidence expertise across either/both quantitative and qualitative methodologies is an advantage.

**Solution design and research ideation:** You will play a role in developing ideas and solutions to meet the needs of our members. This includes but is not limited to developing creative approaches to strategic challenges across our membership and the wider sport and recreation landscape. An understanding of artificial intelligence tools and technologies to open up new approaches to tackling challenges is an advantage.

**Deliver written and presentation outputs for projects:** You will be expected to contribute significantly to the delivery of high quality project outputs. This will include written reports and proposals, primary data analysis and visualisation, and the presentation of findings to both internal and external audiences.

**Data analysis and visualisation:** You will be comfortable handling raw data to produce insight. You will also be able to visualise these insights and present findings in a clear and engaging way. Expertise with Microsoft Excel, PowerPoint and Power BI, Tableau or similar software packages will be an advantage.

This is a role which will demand a flexible approach, the capacity to recognise and proactively address organisational and member needs and the ability to support the development of projects and programmes with realistic budgets and schedules. It will also involve engagement with members, partners and internal teams to identify opportunities.

**MAIN TASKS AND RESPONSIBILITIES**

* Support the design and delivery of primary and secondary research in the delivery of the R&D Team’s core functions.
* Draft reports and presentations synthesizing complex information into simple to understand outputs.
* Support the development of project and funding proposals.
* Provide research and analytical support to the Policy and Governance teams as required.
* Represent the Alliance on internal and external groups to share research ideas
* Any other duties as reasonably required.

**Essential Skills, Knowledge and Experience**

* Knowledge and experience of undertaking primary and secondary research;
* Demonstrable knowledge of research techniques and how and where to deploy them;
* Ability to present complex information to non-technical audiences in reports, presentations and, where necessary, dashboard formats;
* Able to use research to identify income generation opportunities for the Alliance and our members;
* Self-starter and highly motivated with the ability to work under own initiative as well as part of a team;
* Strong communication and interpersonal skills with the ability to effectively communicate research findings to a variety of different audiences;
* Excellent organisational skills with the ability to prioritise workloads and manage time efficiently.
* Familiarity with research and analysis software packages, such as MS Excel (or similar) and Survey Monkey (or similar) is an expectation for someone in this role.

**Desirable Skills, Knowledge and Experience**

* Nice to have; the ability to scrutinise large datasets using technical statistical analysis software packages (such as SPSS) to provide unique insights to the Alliance and members.
* Knowledge of data visualisation software, such as Power BI and ArcGIS would also be an advantage for someone in this role.

**COMPETENCY EXPECTATIONS FOR ROLE:**

***People and Teamwork***

* Develop and apply your own skills, looking for learning opportunities, whilst recognising and respecting the skills and contribution of others.
* Accept and act on constructive feedback from others.
* Are helpful and approachable when others ask for advice or assistance, creating a positive impression.
* Play an active role in the team, making a positive contribution and reflecting Sport & Recreation Alliance values in what you do and say.

***Communication and Interpersonal Skills***

* Use plain English for communication, structuring your writing to meet the need.
* Listen carefully and ask additional questions for clarification when needed.
* Regularly update colleagues, knowing when to share information and when to keep it confidential.
* Show an open mind, listening to other people’s perspectives and different opinions.

***Decision Making and Problem Solving***

* Are open to new and different ideas; displaying willingness to adopt good ideas seen elsewhere.
* Identify and select between suitable options, checking with others in unusual circumstances.
* Implement decisions promptly once agreed.
* Take personal responsibility for making things happen, without passing the buck or laying the blame elsewhere if things don't go to plan, whilst keeping others informed and knowing when to seek help.

***Planning and Delivery of Work***

* Keep promises and honour commitments, showing a professional approach, flexibility and a ‘can-do’ attitude.
* Manage your own time effectively, focusing efforts on agreed priorities and deadlines and keeping others informed of progress.
* Take pride in delivering high quality work, taking responsibility for checking your own work and ensuring delivery in line with expectations.

**EQUALITY, DIVERSITY & INCLUSION**

Diversity is valued within our team. More than just encouraging your application, we're committed to conscious inclusion that (we hope) cultivates an ethos of belonging, connection and shared purpose. It’s this philosophy that drove us to shape our values and behaviours and we open our doors to those who share those values.

Every role in the Alliance team is open to applications from all sections of society. We believe in the potential of everyone; regardless of race, religion or belief, ethnic origin, different physical ability, family structure, socioeconomics, age, nationality, marital, domestic or civil partnership status, sexual orientation, gender identity, or any other difference that makes you, well, you.