

# Sporting Equals

Promoting ethnic diversity in sport & physical activity

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Research and Policy Officer
<b>SALARY:</b>	Circa £25,000 per annum
<b>BENEFITS:</b>	25 days annual leave + 8 public holidays (pro rata) Contributory pension scheme Employee Assistance Programme Plus other benefits
<b>HOURS:</b>	Full-time (40 hours per week)
<b>LOCATION:</b>	Hybrid model - mainly Remote; typically one day a week at our Head Office at Coventry University Technology Park (some national travel will be required)
<b>RESPONSIBLE TO:</b>	Research and Policy Manager
<b>RESPONSIBLE FOR:</b>	N/A
<b>CONTRACT:</b>	Fixed term contract until 31 March 2024 (with the possibility of extension)

### About Sporting Equals

We are an independent charity that examines gaps and inequality and creates models of intervention to build healthier, stronger, and fairer communities using the power of sport and physical activity

With a network of over 5000 organisations, we have expertise in community engagement and race equality. We consult and conduct research with our networks regularly and have empathy to challenges facing these groups from local participation, employment, and talent pathways.

As leading and influential researchers on ethnic diversity in sport and physical activity participation, we are growing our research and policy capacity to continue our impact across the sector.

## Outline of Role

The role holder will provide support to the Research and Policy Manager and Director of Projects to ensure Sporting Equals is recognised as a key source for advice and support in pursuit of the aim of increasing diversity and race equality in sport.

They will help build up our research capacity and will also be responsible for monitoring and analysing datasets and trends that underpin our influencing, projects and campaigning work. The role holder will also support with the delivery, and evaluation of projects.

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A key part of the role will be to undertake research activities, development of information resources, case studies, facts, and key statistics into ethnically diverse, and disadvantaged communities.

Other aspects include:

- To support project delivery outcomes and key tasks for individual projects in close liaison with the Research and Policy Manager and Director of Projects.
- To support the Research and Policy Manager on insight work in relation to project-delivery, including capturing key data in consultation with partners and stakeholders.
- To support the collection of key insight and market intelligence across cities working closely with the regional team and Associate Members, delivering focus groups, interviews, and discussion forums to help capture qualitative and quantitative data.
- To support the Research and Policy Manager in producing key reports, information, and resources to provide insight into key markets and audiences.
- To develop case studies, blogs, and news stories for e-newsletters, our website, PR, and social media messaging.
- To provide support into monitoring and evaluation frameworks for all key projects ensuring key data is captured through the regional team and monitoring data is collected for funders.
- To ensure Sporting Equals' policy work is informed and influenced by the views of people from ethnically diverse communities.

- To keep abreast of race equality policy developments that relate to Sporting Equals' strategic priorities and ensure Sporting Equals' policy influencing adapts and responds appropriately.
- To support the Research and Policy Manager with putting together pulse surveys, social media polls, and stakeholder surveys to help gain key insight.
- To work closely across the team, providing insight for campaigns and associated activities.

## General

- To undertake any other relevant duties that may be required from time to time in light of the purpose of the post and its level of responsibility

## PERSON SPECIFICATION – RESEARCH AND POLICY OFFICER

### QUALIFICATIONS AND EDUCATION

<b>Essential</b>	Educated to minimum university degree level (or equivalent) or practical experience in the field of research and/or project management.
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### EXPERIENCE AND KNOWLEDGE

<b>Essential</b>	Experience of supporting evaluation and monitoring frameworks.
	Previous research experience such as: experience collecting qualitative and quantitative data, experience analysing qualitative and quantitative data
	Experience writing research reports and/or presenting research findings in easy to access formats
	Experience of delivering against key project KPIs and knowledge of monitoring frameworks
	Some knowledge of marketing and engagement with ethnically diverse and faith groups
	Understanding and knowledge of how to disseminate key information and insight through PR, website, news stories.

	Understanding a range of IT packages including Microsoft Office and database applications.
<b>Desirable</b>	Some knowledge of the sport, health and cohesion agenda.
	Awareness of the relationship between qualitative and quantitative research findings and their potential impact on driving policy change.
	Experience of translating research findings into insight which supports campaigns

## SKILLS AND ABILITIES

<b>Essential</b>	Ability to carry out research and conduct focus groups, interviews, surveys to gather key insight independently using online and other available tools.
	Ability to write reports, put together fact sheets, case studies, blogs and news stories for a variety of audiences.
	Ability to put together training content and deliver basic workshops.
	Ability to work on a number of tasks simultaneously and deal with conflicting priorities.
	A commitment to Equal Opportunities and awareness of equality and diversity.

<b>Desirable</b>	Basic understanding of the sport delivery system, behaviour change strategies and some knowledge of community cohesion.
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## OTHER

<b>Essential</b>	Ability and willingness to travel throughout the country at times and to places where public transport may be limited.
	Ability to work flexibly with regards to hours and days including the ability to attend meetings and events on evenings and weekends.

