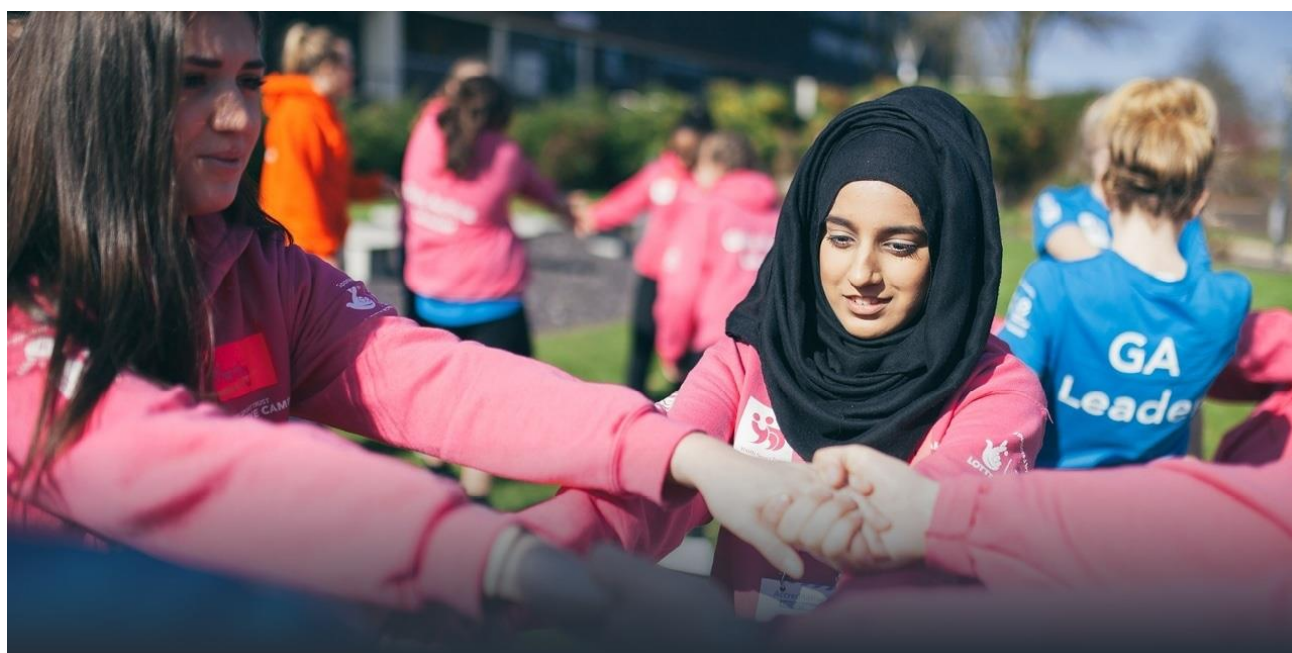




**Background Information Pack
Head of Research & Insight
March 2019**



“There’s absolutely no doubt in my mind that without the Youth Sport Trust, I would definitely not be where I am today.”

Jay Roper —
Team Leader and Young Ambassador 2008-2011

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About the Youth Sport Trust

We are a national independent charity passionate about creating a future where every child enjoys the life-changing benefits that come from play and sport.

We are passionate about helping all children unlock their full potential through high quality, inclusive and innovative physical education and sport opportunities. Over 20 years we have developed a unique way of maximising the power of sport to grow young people, schools and communities through the development of qualities such as creativity, aspiration, resilience and empathy.

Through the power of sport we focus on the following six key objectives that underpin everything we do:

Transforming physical education

Transform PE's place in the curriculum, putting it at the centre of wellbeing and achievement in education.

We will work with teachers, young people, parents and policymakers to maximise PE's potential to improve children's wellbeing and achievement.

Removing barriers to sport

Harness global best practice to ensure youth sport in the UK is inclusive, accessible and fun

We will support schools, clubs and families to remove the causes of negative experiences for young people.

Unlocking potential

Unlock sport's potential at every stage of a child's life, especially where they face inequality or disadvantage

We will work to close the gaps created by inequality and disadvantage, particularly at key transitional moments in a young person's life like starting or changing school and preparing for employment.

Empowering activism

Empower young people through sport to become local activists, tackling the issues of their generation

We will equip them with the skills, confidence and opportunities to lead change in their communities.

Championing insight

Champion the impact of physical activity, PE and sport through research and insight

We will establish a research and innovation hub which evidences improvements to children's wellbeing and achievement.

Strengthening foundations

Strengthen our foundations to ensure we can sustain our mission

We will deliver our charitable objectives through good governance, a skilled workforce and sustainable income

Through our insight, expertise and partnerships with primary, secondary and special educational needs schools and practitioners over the past two decades, we have developed unique solutions to maximise the power of sport to grow young people, impacting on their physical, social and emotional wellbeing. Our latest impact report <http://impact.youthsporttrust.org/> provides an insight of our achievements and demonstrates the breadth of opportunities we are giving schools and young people across the country and around the world.

The three principle elements of our mission to create a brighter future for young people include:

Wellbeing

Our work builds the foundations of movement within children, equipping them with the confidence, competence and enjoyment of sport needed for a lifetime of activity, and good physical and emotional health.

Leadership

Our work supports the personal development of young people and their progress at school, as well as preparing them for the challenges of life ahead. We support young people to develop a range of positive character traits and employability skills.

Achievement

PE and sport, delivered well, is proven to impact positively on attainment and academic achievement. It can enhance cognitive performance, engage young people more readily in learning, and support the development of skills needed for success in and out of the classroom – communication, teamwork and self management.

These are delivered through partnerships with corporate sponsors, government, sport, health and education stakeholders, as well as schools and local communities. Our work is UK-wide, and we also undertake an impressive international programme of work.

Our Values

Our values are our moral compass and guide the attitudes and behaviours required of us to achieve our vision. They provide an accountability framework for how we work internally with each other and with our customers and clients.

1. **Trust** - We earn trust from others through honesty and reliability
2. **Responsibility** – We commit to what we do by taking ownership and being accountable
3. **Integrity** - We hold up the mirror to ourselves to do the right thing
4. **Partnership Working** - We take a shared responsibility approach to working with others and respect difference to get the best out of ourselves and others.



About the Role

Have you the vision and experience to lead, manage and develop a world-leading Research & Insight team for one of the UK's leading children's charities?

The Youth Sport Trust (YST) is a charity passionate about building a brighter future for young people by harnessing the power of sport to enhance wellbeing, build leadership and raise achievement. We are committed to growing our existing research and insight capacity and capability, which is where your expertise comes in.

As Head of Research & Insight you will ensure we are positioned as the most respected and trusted source of evidence on the power of sport, Physical Education and physical activity on children's wellbeing, achievement and life chances. We want to be joined by someone who has the energy, passion and vision to lead our team as well as establish and grow our research and development network in the UK and internationally. We will look to you to expand the research and insight services we provide to our key stakeholders. You will ensure we are thought-leading, evidence our impact and help generate income for the charity. You will also extend partnerships to further develop our ability to influence external policies and strategies.

You must have experience of leading and managing a multi-disciplinary research, evaluation, data and insight team. You will be expert in primary and secondary research methodologies and comfortable conducting, and/or commissioning as well as managing evaluations. You will be used to developing R&I strategy to address evidence needs as well as building research collaborator networks. You will also have experience of developing strategic policy plans to influence public policy and thinking. You will be skilled at writing winning research proposals and producing impactful insights too.

An effective people manager, you will have a record of building high performing teams and utilising resources efficiently. You will also possess good communication, prioritisation and influencing skills.



Job Description

Position:	Head of Research & Insight
Grade:	A
Responsible to:	Director of Research, Innovation & Fundraising
Responsible for:	Evaluation & Research Specialists Evaluation and Research Officers Data & Insight Specialist Data & Insight Analyst School Games Data & Performance Assistant
Car Allowance:	No
DBS Check:	No
Issue Date:	March 2019

Overall Role:

- Develop and lead an integrated policy and research service for the Youth Sport Trust (YST) in order to:
 - Establish the YST as the most respected and trusted source of evidence on the power of sport, PE and physical activity on wellbeing, achievement and life chances;
 - Ensure we are able to effectively respond to information queries and inform relevant external policies and strategies, through the provision of robust data and insight;
 - Positively influence public policy in relation to YST's mission to use the power of sport and play to improve children and young people's wellbeing and give them a brighter future
- Lead, manage and develop the Research & Insight team (R&I), ensuring we have the skills and competencies to provide an efficient and effective solution-based service.
- Lead the management and development of our research and insight portfolio, to ensure we are able to effectively evidence the impact and reach of YST's work and inform and support the organisation's strategy.
- Establish and grow our research and development network – in the UK and internationally – ensuring we are thought-leading; sharing and enhancing our learning, helping to generate income for YST, and influencing through partnership working.
- Drive research and insight activity to generate income for the charity through proposal-based work or through commissioned requests for research and insight services.
- Develop, communicate and implement an effective strategic plan for policy.

Duties and Responsibilities

Strategic Delivery

- Lead the development and implementation of a Research and Insight strategy, which underpins the wider organisational strategy.

- Lead the development and implementation of a strategic plan for YST's public policy positions, with short, medium and long term goals, underpinned by research and evidence
- Ensure the R&I strategy positions YST to learn from, and produce, world-class evidence and insight; and derive income from our R&I capabilities.
- Extend our networks and profile with UK and International Research collaborators and providers.
- Lead the strategic evaluation of YST delivered projects, balancing retention of internal evaluations and income with team skills and capacity, funders' requirements and high quality delivery.
- Lead the submission of applications and bids to external organisations commissioning evaluation and research services, to generate income for the YST.

Driving Effective Research and Insight Services

- Ensure robust systems are in place to support the early design of projects, using logic models to identify clear outcomes, and learnings from previous project evaluations to inform project development.
- Lead the preparation of a suite of 'Evidence Papers', drawing on the latest research and insight (internal and external), to demonstrate the impact of physical activity, physical education and sport against a range of outcomes for young people, including wellbeing, leadership, achievement and life chances.
- Lead the preparation of clear YST policy 'asks', underpinned by research and evidence, and work with the Communications team to ensure these are effectively communicated and understood across YST and feed into the wider public affairs work.
- Maintain the implementation of the Monitoring & Evaluation framework, which aligns to relevant Government strategies and ensures consistency of performance monitoring and impact measurement across all of YST's work.
- Lead and manage the systems and software that supports the monitoring and evaluation work to ensure they operate efficiently and effectively and are developed and improved as appropriate.

YST to become a leading source of evidence

- Ensure YST's core outcomes and reach and impact framework are understood across the organisation.
- Lead the preparation of the annual Impact Report, which summarises our data, insight and evaluation findings.
- Ensure the team's data, insights and evaluation findings are disseminated and communicated to internal and external audiences, through the preparation of reports and summaries.
- Identify gaps in our evidence base and develop strategies to address these.
- Oversee the centralised data and information collection systems and processes to ensure accurate and consistent reporting against all KPIs.
- Build strong relationships with key stakeholders to understand developments in public policy, shape YST's evidence-based policy positions and gain internal and external buy in to strengthen our policy voice.
- Build relationships across the Corporate Communications, Innovation and Fundraising teams to understand their requirements and ensure that our research and insight portfolio will effectively service these.
- Build strong external relationships to enhance and develop our knowledge, understanding and expertise, and contribute to collective learning.
- Provide support and advice to the Fundraising and Innovation teams, to ensure optimal learning, design, and evaluation of proposals, pilot projects and other activities.

- Working closely with the Head of Corporate Communications ensure YST's policy and research programme contributes to the delivery of key campaign messages.

People Management

- Drive excellence and high performing culture within and across the team, built on YST's values.
- Provide coaching and precise feedback to improve the performance of the team, holding direct reports accountable for their performance and contribution to the YST mission and objectives
- Ensure the team has capacity and capability to:
 - undertake annual surveys (of e.g. young people, workforce)
 - fulfil our monitoring and evaluation project obligations
 - meet our internal evaluation requirements (e.g. events, training, conferences)
- Develop and lead the Research & Insight team, ensuring effective delivery of our 'monitoring and evaluation' requirements, as well as developing our research and insight capabilities.

General

- Any other duties which may reasonably be required and which are commensurate with the grade of the post.

Person Specification

Head of Research & Insight

Applicants for this position should be able to satisfy the following criteria:

Experience

	<i>Essential</i>	<i>Desirable</i>
• Experience of leading and managing a multi-disciplinary research, evaluation, data and insight team	✓	
• Extensive experience of primary and secondary research methodologies of conducting, and/or commissioning and managing evaluations	✓	
• Experience of developing R&I strategy to address evidence needs; building research collaborator networks and maximising efficacy of internal systems	✓	
• Experience of developing strategic policy plans to influence public policy and thinking, and in developing policy position statements / consultation responses based on evidence and insight	✓	
• Experience of developing and implementing internal systems	✓	
• Experience of writing winning research proposals and insight publications	✓	
• Experience of sourcing, summarising, presenting and analysing data and research in a way that is appropriate to the audience – translating science for knowledge transfer and practical applications	✓	
• Experience of Social Impact evaluation, including Social Return on Investment methodologies; logic models; theory of change etc		✓
• Experience of working in a Research Consultancy type environment		✓
• Experience of working with Higher Education Institutes, Academics and Research Councils (or equivalent funders)		✓

Knowledge

• Knowledge of the principles of effective survey and questionnaire design and experience in creation of online questionnaires (and software) to collect data and information.	✓	
• Competent user of Microsoft Office, including Excel, Access, Word, and Outlook	✓	
• Understanding of and familiarity with the use of statistics and statistical analysis software	✓	
• Knowledge of data visualisation techniques; and spatial mapping software		✓
• Understanding of and familiarity with the capabilities and functionality of SNAP survey software or similar	✓	
• Knowledge of social science techniques and research communities	✓	
• Knowledge and awareness of the youth and school sport landscape		✓

- Knowledge of the policy and legislative landscape relating to children and young people, sport, education and health

✓

Personal Qualities

Essential

Desirable

- Effective people manager ✓
- Effective relationship builder and influencer of people, able to drive and manage change. ✓
- Have a high level of attention to detail and be able to work accurately, methodically and consistently. ✓
- Numerate with strong analytical and decision making skills. ✓
- Good interpersonal, written and oral communication skills with the ability to communicate with all stakeholders. ✓
- Highly organised with the ability to work on own initiative and as part of a team. ✓
- Able to manage a complex workload including competing priorities, achieve targets and respond quickly and flexibly to changing needs and demands. ✓
- Have an interest in physical education/sport/community policy and/or research. ✓

Terms and Conditions

A full statement of the main terms and conditions of employment will be supplied with any formal offer of employment. The information provided below may be helpful to applicants as a guide, but should not be treated as a substitute for a full contract of employment. Please note that terms and conditions will be a pro-rated for part time appointments as appropriate.

Hours of Work

Our office hours are Monday to Thursday 9.00am – 5.15pm and Friday 9.00am – 4.45pm. Furthermore you will be expected to work the hours necessary to fulfil your duties satisfactorily.

Salary

Ideally, we are looking to appoint between £45,000 per annum and £55,000 per annum.

Location

This role is based in our Loughborough office near the Loughborough University campus. The successful candidate will be required to travel to events and schools around the UK as necessary.

Annual Leave

This post has an annual leave entitlement of 25 days which may be taken, subject to approval by line manager, at any time of the year. In addition, there will be 8 bank holidays and 5 additional days which the Youth Sport Trust determines on an annual basis.

Pension

On the start of your third month of continuous service with the Trust you will be contractually enrolled into the pension scheme nominated by the Trust. Upon joining the scheme you will receive 5% employer pension contribution, based on your basic salary. Full details of the Qualifying Scheme are available from HR.

Health Cash Plan

The Youth Sport Trust recognises the importance of maintaining good health and wishes to support employees and their families with this. We provide all employees with access to a health cash plan that allows employees to reclaim costs for a range of medical care and treatment costs.

Volunteer Days

The Trust recognises the importance of volunteering and as such provides up to 5 days volunteer leave per annum. 3 days are paid, the remaining are unpaid.

Interest Free Season Ticket Travel

The Youth Sport Trust offers interest free loans for employees to purchase bus or train season tickets.

Probation & Career Development

Initial appointment to the Youth Sport Trust is subject to a six month probationary period. All posts in the Youth Sport Trust are subject to an annual appraisal process with a formal six month review. Annual pay awards are performance related and linked to appraisals and further information on this will be provided upon appointment.

The Youth Sport Trust has identified a number of competencies that are aligned to our values. Competencies are the behaviours and skills that define successful performance in the work place and provide an understanding of what is required to be effective within a role and to develop in your

career. Competencies allow for an individual's performance to be evaluated not just on outcomes but also on how they achieve those outcomes. Typically, competencies are used to provide people with more clarity about what is expected of them, what is acceptable and unacceptable performance, as well as supporting the values of an organisation.

The framework for Youth Sport Trust has been developed with input from all managers and employees across the organisation. There are 16 competencies in total and employees work with their managers to identify those that are most appropriate to them and their development. We have one core competency that is critical for all employees which is "Living Out The Company Values".

Pre – Employment Checks

Any offer of employment will be conditional on:

- The receipt of two references to the Youth Sport Trust. One referee must be your current or most recent employer.
- Satisfactory documentary evidence of your eligibility to work in the UK in accordance with current legislative requirements.
- Your written confirmation that the information provided on your application is correct.
- Satisfactory verification of your professional qualifications
- If the post involves training, supervising, working with and /or being in sole charge of children and young people you will be required to apply for a disclosure from the Disclosure and Barring Services (DBS). This was previously known as the CRB check and is an impartial and confidential document that details an individual's criminal record, and where appropriate, details of those who are banned from working with children. The offer of employment will be conditional on the disclosure proving satisfactory to the Youth Sport Trust. The Youth Sport Trust complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

How to Apply

Applications should be made using the online Youth Sport Trust application form. For further details and access to the online form please visit <http://jobs.youthsporttrust.org> and click on the appropriate vacancy. Please ensure you submit your application no later than 10am on 1 April 2019.

Selection

Selection will take place on 1 April 2019.

Interview

Interviews will take place in our Loughborough office on 9 April 2019. The format of the interviews will be confirmed if you are selected but please be aware that the format usually consists of group and individual activities, followed by one to one interviews. Therefore, candidates are normally expected to attend from 9.30am until approximately 4pm. Please note, as a charity, it is our policy not to reimburse travel expenses for interviews.

Equal Opportunities

Youth Sport Trust positively welcomes and seeks to ensure we achieve diversity in our workforce and that all job applicants and employees receive equal and fair treatment. We encourage applications from all candidates regardless of age, race, gender, gender identity, religion, sexual orientation, disability, or nationality.

Further information on the Youth Sport Trust

If you would like further information on the Youth Sport Trust please refer to the YST website www.youthsporttrust.org

