|  |  |
| --- | --- |
| **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. | **✓** |  |