

Title Insight Officer
Team Digital and Engagement Team
Manager Insight Manager



JOB DESCRIPTION

Main Purpose

Work with the Insight Manager to collect, analyse, and present data and insight to BUCS staff, members and other stakeholders. Manage administrative duties related to data and insight.

Main Duties and Responsibilities

Research and Communication

- Create regular briefings based on existing BUCS data, identifying trends and actionable information.
- Conduct and summarise desk research on a range of relevant topics.
- Analyse and present complex data to internal and external stakeholders.
- Derive relevant information from external datasets (e.g. Sport England Active Lives) and report on findings.
- Contribute to the organisational annual review process, including tracking progress against the strategy.
- Support the Insight Manager with the annual process of setting up the Complete Universities Guide survey and analysing survey data. Provide similar support for any other regular data collection that arises.
- Provide administrative and data analysis support for commissioned research projects.

Collaboration

- Support the Insight Manager to set up and maintain an online repository of BUCS research and case studies.
- Support internal stakeholders with ad hoc data collection and analysis needs, including technical elements such as uploading online surveys, downloading and using raw data.
- Work with the Insight Manager and BUCS members to highlight best practice and learning in the sector.
- Support internal colleagues and networks to maximise the impact of the data they currently have, particularly around Equality, Diversity, Inclusion and Anti-Racism.

Other

- Conduct a GDPR audit of all research done by the organisation and take ownership of ensuring that best practice is being followed.
- Work with colleagues across the organisation as needed to support data and insight across a range of areas.
- Support on reporting to funders, e.g. Sport England.
- Represent BUCS on any associated insight working groups, networks and committees as necessary.

Title Insight Officer
Team Digital and Engagement Team
Manager Insight Manager



PERSON SPECIFICATION

Research shows that some people will refrain from applying for a role if they feel they don't meet 100% of the person specification. We would encourage anyone, even if you feel you don't have all the outlined requirements, to still apply for this role if you feel you meet some of the necessary skills required. We are passionate about identifying potential talent and helping people to develop and thrive.

Essential skills, abilities, experience and knowledge

- Ability to analyse, interpret, contextualise and present complex data.
- Highly numerate and statistically literate with a high level of attention to detail.
- Competent using quantitative survey tools such as Typeform or other online survey software.
- Strong analytical and problem-solving skills.
- Excellent IT and MS Office skills, specifically PowerPoint and Excel and, in particular, data visualisation i.e., charting data in a clear and digestible way.
- Strong presentation and written skills.
- Good copywriting skills with experience in communicating insight to non-technical audiences.
- An enquiring mind that thrives on new challenges, problem solving and a dynamic environment.
- Demonstrable project management and planning skills.
- Team player and the ability to work independently.

Desirable skills, abilities, experience and knowledge

- Experience in market and/or social research environment, undertaking quantitative and qualitative research.
- Experience in advanced research methodologies (quantitative/qualitative, online panels, segmentation, interviews, focus groups etc).
- Knowledge of the Higher Education sports sector and wider sporting eco system.