



## Job Description

**Job Title:** Researcher

**Reports to:** Head of Research

**Duration:** Permanent, subject to a 6 month probationary period

**Start Date:** Immediate

**Hours:** Full Time

**Salary:** £20,000 - £25,000 pro rata

### Outline

The position is to provide research support to the research team at Substance.

This will involve working on an exciting variety of projects of national importance. It includes volunteer research for the RNLI, football research for UEFA, research on recreational angling and fisheries Defra, Cefas and the Environment Agency, and physical activity strategies and initiatives for Sport England and GM Moving.

We need a dedicated person to throw themselves into the delivery, administration and analysis of these major research projects.

Activities will include: literature and documentary review, recruitment and engagement of research participants, delivery of surveys, conducting interviews and other qualitative research exercises, preparing analysis and summary reporting.

### About Substance

Substance is a research and technology company that works across diverse sectors and with many types of organisation, with a particular focus on physical activity, outdoor recreation, sport and health.

Our core team is made up of highly-experienced social researchers, technologists and programme managers, each with their own specialisms. What we share is an ambition to make organisations that do good have a greater impact.

### Key Skills and Competencies

#### Competencies

For Researcher role competencies please see the appended table at the end of this document.

## Skills

Graduate or similar experience.

Great communication and interpersonal engagement with participants (face to face interviews, phone, email, social media).

Database management skills - compiling, updating and extracting data from databases.

Ability to conduct documentary and literature reviews, organize surveys and generate responses, conduct interviews, assist with focus groups and help publicise research.

Ability to produce basic reviews and reports, statistical summaries and analysis.

Knowledge of relevant sectors is preferable, but not essential if a quick learner with willingness to build knowledge.

## Key Responsibilities

The Researcher will be responsible for:

Literature review:

- Conducting searches
- Identifying resources and creating databases
- Producing summaries

Assisting with interviews:

- Liaising with participants and scheduling interviews for research team
- Piloting interviews
- Conducting interviews and creating summaries.

Surveys:

- Assisting with the design and delivery of surveys
- Driving survey recruitment
- Carrying out surveys by phone, face to face etc.
- Creation of statistic summaries

Data management:

- Compiling, updating and extracting data from databases.

Fieldwork:

- Case study fieldwork (documentary, interviews, surveys, observations, focus groups) and producing summaries.

Contribution to reports

- Liaising with project leads on findings
- Assisting with the creation of reports for clients.

## Appendix: Researcher Competencies

Competency Area	Description
<b>Research Competencies</b>	
<b>Research delivery</b>	Assisting with the preparation of quantitative research tools, including setting up surveys.
	Assisting with the management of research tools, identifying issues, liaising with tech staff and managing users.
	Assisting with conducting surveys face to face and by telephone.
	Assisting with online recruitment of respondents.
	Preparing of data for analysis, including management of worksheets and data downloads;
	Undertaking analysis of data, under guidance and with training, increasing the role over time;
	Providing summary information to Substance staff and for inclusion in client facing reports.
	Conducting interviews, site visits and case study research
	Undertaking documentary and literature research as required
	Providing qualitative research summaries.
<b>Reporting</b>	
	Providing initial write-ups from quantitative and qualitative data to support further analysis and reporting
	Assisting with the preparation of materials for reports which might include data tables or interview summaries.
	Helping with initial drafting of report sections
<b>General Competencies</b>	
Project Delivery and Management	Assisting project managers in delivering projects including keeping others informed of plans, progress and inviting contribution. Prioritizing activities to meet deadlines and commitments and persisting in the completion of task.
Customer service, external relationships, negotiating and influencing	Upholding Substance's customer service standards.
Internal relationships, people and team management and leadership	Seeking to work with others to develop mutual beneficial goals meet the goals through collaboration and compromise. Having empathy and respect for others.
Quality Assurance	Showing awareness of and adhering to Substance's quality assurance standards and processes.
Problem Solving	Quickly recognizing and implementing workable solutions to problems.
Communication	Taking personal responsibility for fully understanding what is to be communicated

### Contact

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