



# Research Analyst

Role Profile

**Job Title:** Research Analyst

**Reports to:** Head of Research

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

**Start Date:** As soon as possible up to end of September 2022

**Hours:** 37.5 hours per week

**Salary:** £28,000 - £35,000 per year

## Role Profile

### About Substance

Substance is a social research and technology company working to understand the social impact of sport and physical activity, youth development and outdoor recreation. We work with many types of organisations including major charities in youth and sport, local and central government and national and international sports bodies.

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

Substance is based in Manchester but, with flexible working policies, has staff employed all over the UK.

### Who we work with

- **National government departments**, such as the Department for Digital, Culture, Media and Sport, Home Office, Department for Education and Department for Food, Environment and Rural Affairs.
- **Regional and local government bodies** such as the Greater London Authority and the Greater Manchester Combined Authority.

- **National strategic organisations** such as the Environment Agency, Big Issue Invest Premier League Charitable Fund, Big Lottery Fund.
- **National charities**, such as BBC Children in Need, Wellcome Trust, Royal National Lifeboat Institution, MIND, Groundwork and MyBnk.
- **National and international sports bodies** including UEFA, national football associations, Sport England, UK Sport, sports clubs and sport for development organisations.
- **Local and regional delivery organisations** including a range of football club community organisations and other sport for development, health and social organisations and charities.

## Role Purpose

The Research Analyst will help acquire, lead and deliver research projects in close collaboration with our growing research team. We are looking for someone with excellent quantitative and/or qualitative research skills to improve our data gathering and analysis. The successful candidate will have some knowledge of the youth, sport or outdoor recreation sectors and will have the opportunity to collaborate closely with clients, leading some project work. They will undertake research design and deliver research analysis and outputs. They will also be involved in identifying new opportunities and preparing bids. There are excellent opportunities for professional development and progression, and we are looking for someone who can help the team develop.

## Key Competencies

### Essential

- Postgraduate degree in social science or with similar experience and skills.
- Experience of employment in research setting within a consultancy, university, or other organisation.
- Excellent research skills and experience, including:
  - Quantitative research design, data gathering and analysis which might include [...]
  - And/or**
  - Innovative qualitative research, case study and analysis which might include traditional methods (interview, focus groups) or more innovative approaches (digital/online).
- Ability to manage and organise data and datasets, records of research and adhere to ambitious standards of data security.
- Experience and skills in producing research outputs such as: literature reviews, full research reports, summary reports for a range of audiences, academic publications.
- Excellent communication and people skills with colleagues, clients and organisations including phone, email, social media.

- Ability to help publicise and promote research and disseminate findings such as client presentations, conferences etc.

## Desirable

- Knowledge of/experience in the relevant sectors we work in, with detailed knowledge of *at least one* of the following:
  - Youth development.
  - Youth inclusion and sport/activity.
  - Sport and physical activity.
  - Sport for development.
  - Outdoor recreation.
  - Complex System Change.
- Experience with the type of client organisation types is very much desirable, along with an ability to be an adaptive learner with willingness to build knowledge.
- History of contributing to business development and winning new work.
- History of publishing research whether in academic or grey literature.
- Experience using social media for research – data collection, sentiment analysis, publicising research etc.
- Ability to help manage elements of research projects and team members.
- Experience of conducting Theory of Change exercises and Evaluation Framework design.

## Key Responsibilities

The Research Analyst, will be responsible for:

### Quantitative data collection

- Designing and setting up quantitative research tools, including online and face to face surveys and recruiting respondents.
- Managing recruitment campaigns, managing and tracking responses.
- Identification of data sets (e.g., population, demographic or social impact data), accessing data and organising and manipulating it for analysis in conjunction with primary research data.
- Organising and preparing primary data to enable analysis.

### Quantitative and/or Qualitative data analysis

- Designing and delivering analysis of primary and secondary datasets.
- Managing, collating and cleaning data for analysis.
- Undertaking descriptive analysis of datasets and survey results.

- Identifying and conducting appropriate analytical approaches (which might include cross tabulations, regression, T-test, correlation, trends, predictive, cluster, grossing and modelling) and using appropriate software (e.g., Excel, R, Past, SPSS).

## Qualitative Data Collection

- Undertaking literature good practice reviews and other documentary research.
- Developing interview and focus group schedules, questions and recruitment.
- Collaborating with colleagues in research to arrange interviews, case studies, focus groups and other work.
- Undertaking interviews, focus groups, workshops, case study research.
- Developing and deploying digital/online qualitative data collection techniques

## Qualitative Analysis

- Designing approaches for qualitative analysis (e.g., coding frameworks) and using appropriate software (e.g., NVivo).
- Preparing qualitative data for analysis.
- Undertaking qualitative research analysis
- Working to identify and develop innovative approaches.

## Reporting

- Providing initial write-ups from quantitative and qualitative data to support further analysis and reporting.
- Preparing research summaries to inform analysis and reporting.
- Drafting client-facing reports including presentation of data, commentary, analysis, data tables, infographics and mapping, ensuring that they meet requisite branding and content standards.
- Addressing quality issues and comments (internal and external) and implementing content changes.

## Consultancy

- Undertaking client facing consultancy work including delivering Theory of Change and Outcomes Framework workshops and sharing final outputs in a client ready format.

## Project Management

- Managing specific elements of research projects and some individual projects.
- Consulting with clients.
- Consulting with technical team colleagues, to ensure that tasks are correctly specified, ticketed and monitored.

- Supporting the Head of Research and research team colleagues.
- Helping to manage other members of the research team.

## Business Development

- Contributing to the preparation of tenders and proposals, including developing methodological approaches and project plans.
- Identifying and developing business development opportunities.
- Contributing to internal business and staff development.

## Other

- The post will require flexible working both in terms of some hours of working, some travel and weekend/evening working and adapting to changing timetables and deadlines.
- The post will also require working to a workplan and a personal development plan agreed with Head of Research, which will be regularly reviewed and adapted.

## Role Benefits

The successful candidate will be entitled to the following benefits:

- 25 days annual leave per year on top of bank and discretionary Substance holidays.
- This rises by one day annually to a maximum of 30 days.
- Continual professional development support, and opportunities to progress and develop.
- You will primarily be working from home with options to work from Manchester city centre office.
- Perkbox (employee benefits platform).
- Contributory pension scheme.
- Salary Sacrifice scheme including cycle to work bike loans, childcare vouchers and other key lifestyle benefits.
- Eye care vouchers to cover eye tests and VDU glasses discounts.
- Death in Service payment to nominated trustee.
- Free health service as part of an income protection scheme (available after 3 years' service).
- Regular company social events.