

August 2023

substance.



Researcher

Job Title: Researcher

Reports to: Head of Research

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

Start Date: September 2023

Hours: 37.5 hours per week

Salary: £22,000 - £28,000 per year

Please note: The deadline for submission of applications is 1st September 2023, although if we find the right candidate before then, we will close this posting early. Please send a CV and covering letter outlining your suitability and interest in the position to info@substance.net. Please get in touch if you have any queries.

Role Profile

About Substance

Substance is a research and technology company working across different sectors and with many types of organisations including charities and social businesses; local, regional and central government; and national and international governing bodies. It has a specialist interest in the social dimensions and impacts of sport and physical activity.

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.

Substance is based in Manchester but does support and encourage home working practices.

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

Role Purpose

The position is to provide research support to Substance's busy research team.

We need a dedicated, multi-talented person to help the smooth running and delivery of our research with technical, design and research tasks.

The successful candidate will be involved in delivering nationally and internationally important research as part of an interdisciplinary team working across a variety of sectors such as social impact of sport/physical activity, angling, children and young people and health and wellbeing. The role provides an opportunity to apply social science methods to these sectors within the evaluation, insight and impact space.

A day in the life of a Researcher at Substance

A Researcher at Substance might begin their day in a Teams meeting with other members of the research team to discuss the design and deployment of a new survey for a project focused on participation of young people in grassroots sport. Following this, they may have tasks such as supporting research participants via email, triaging enquiries, building surveys on tools such as Smart Survey, or cleaning raw survey data from other projects and providing descriptive/statistical summaries for reporting. Other tasks might include creating visually interesting infographics to disseminate findings to different audiences, scheduling interviews and focus groups for case study work, and updating/managing datasets for research purposes.

The Substance office is centrally located in Ancoats, Manchester, and is a vibrant, open place to work with opportunities to interact with other Substance teams and research colleagues. We are open to hybrid and/or flexible working arrangements for the right candidate, to be discussed at interview.

Key Competencies

Ideally we would like the successful candidate to:

- Be a Graduate or equivalent in social science, psychology, natural science, geography, sports science or similar.
- Have experience or knowledge of qualitative and quantitative data collection and analysis methods.
- Have database management skills, compiling, updating and extracting data from databases.
- Have the ability to proactively promote research to recruit participants by using multiple methods, ideally via social media, email, web, print and press.
- Have great communication and interpersonal engagement with participants (phone, email).
- Have an ability to produce statistical summaries of data to identify key findings and trends..
- Be proficient in Office 365 – Word, Excel, PowerPoint are essential.
- Have practical knowledge of other tools for data visualization and presentation (such as PDF editing software, Canva, Prezi, etc.) (although not essential if willing to learn).
- Have the ability to maintain positive and supportive relationships with all internal and external stakeholders.
- Be well organised, self-motivated and an ability to work under pressure and to deadlines.
- Be passionate about harnessing the benefits of data.
- Be able to demonstrate commitment to equality and diversity.

Key Responsibilities

As Substance's Researcher, you will be responsible for:

Research:

- Survey set up and testing.
- Survey recruitment and publicity.
- Arranging interviews, focus groups and other meetings.
- Database management.
- Data downloads, cleaning and reporting.
- Working with and supporting research participants.
- Triaging enquiries regarding our research work.
- Providing technical support to participants.

- Communication and marketing of projects.
- Creative methods of communicating research outputs and targeted recruitment of research participants e.g., Social media, digital data visualisation.

Technical:

- Substance App and systems usage support.
- Reporting of technical issues of systems.

Design:

- Production of varying documents (PowerPoint, Prezi, PDFs etc.)
- Production of reports and bids within Substance's templates.
- Production of infographics and other data visualisation methods.

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.