

Job Description – Project and Research Officer



Job Title:	Project and Research Officer
Location:	Scotland, flexible
Accountable to:	Engagement and Policy Manager
Salary:	c. £24,000 per annum – pro rata, 8% pension contribution
Hours:	3 days per week – days and hours flexible
Leave:	25 days holiday per annum plus bank holidays (currently 8 per year). This is pro-rata for any employees working less than 37.5 hours per week

About Community Leisure UK

Community Leisure UK is a national members' association representing leisure and culture charitable trusts and social enterprises across the UK.

Community Leisure UK is a small organisation in terms of workforce but supports and represent a large collective of charitable leisure and culture trusts. Currently, Community Leisure UK has a membership of 110 trusts across the United Kingdom, who collectively operate across 3,700 public services and facilities. Members range from small trusts operating one or two or multiple services and facilities, or very large trusts operating in multiple geographical locations. The trusts play a major and distinctive role in the national delivery of vital local services and Community Leisure UK works closely with our members and many national bodies to assist this role and support best practice.

Community Leisure UK's mission is to be the recognised voice of leisure and culture trusts; to raise awareness of our members' and their social impact; and to protect the status of the trust model.

Community Leisure UK's vision focuses on enabling and empowering our members to become the leading providers of accessible and affordable leisure and cultural services throughout the UK. Community Leisure UK will be the recognised authority in our field, with a focus on informing policy and increasing understanding of the trust model and its benefits.

Main Areas of Work and Requirements

This role will provide a good view of all aspects of the work of a small national 'trade' association representing a significant group of charities, societies and social enterprises which make a major contribution to several public policy objectives. The post-holder will need to be able to work quickly, independently and flexibly. The post-holder must be able to learn and gain knowledge quickly.

The Project & Research Officer will make a substantial contribution – in leading and supporting the work of the Special Interest Groups, which are thematic groups within our membership, focusing on specific topics (HR, Finance, Health, Culture, Data) event administration, coordination, communication and management for members and on various topics, and in supporting the Chief Executive and Policy and Engagement Manager. The Project and Research Officer will work across Scotland, primarily remotely though some travel will be required to attend meetings once in person meetings are able to resume. The work will be both on planned initiatives and in responding to 'demand led' business occurring day-to-day.

The main areas of work and requirements of the Projects and Research Officer will therefore involve:

- Facilitating and supporting thematic network groups (Special Interest Groups)
- Leading on research and analysis from members' surveys to inform policy and advocacy positions
- Developing and progressing specific projects to support policy intelligence and the wider advocacy work of the organisation
- Support with the organisation of members' meetings and workshops

- Support with administrative tasks including website content updates
- Support work and responsibilities as required by the Chief Executive and the Community Leisure UK Executive
- Continually champion the charitable trust model in all aspects of work and engagement

The above areas of work for the Projects and Research Officer will form a work programme that will be reviewed and updated on a monthly basis.

Person specification

Prior experience

- Experience of providing administrative and meeting support
- Experience of carrying out research projects, interpreting and analysing data and drawing conclusions.
- Experience of summarising information and writing reports.

Knowledge and understanding

- An understanding of central and local government and of public policy issues
- Knowledge of the issues facing the public leisure and culture sectors
- Knowledge of research and engagement methods
- Interest in the charity and social enterprise sectors

Qualifications

- Educated to degree level

Skills

- Strong inter-personal skills supporting effective engagement and working with members, external stakeholders and venues
- Positive and engaging communication skills
- Workload management, with a high degree of organisation and administration capabilities
- The ability to deliver work from start to finish
- Ability to take in and interpret information and present in a succinct manner
- Completes work to a high standard and shares knowledge across the organisation
- Respect other individuals; listens and takes into account different opinions, feelings and motivations; is trustworthy and acts with integrity; responds and acts constructively towards others
- A solution-focused mind-set, finding solutions and positive ideas
- Take personal responsibility for the complete delivery of projects, tasks and outcomes
- A willingness to learn and develop their professional and personal skills
- Listen to members trusts and stakeholders, and draw conclusions

Closing date: Monday 12th October, 12 noon.

Interview date: w/b 19th October 2020, via Video Call.

Application is by CV and a covering letter which should indicate why you are interested in applying for the role and how you meet the role requirements. To apply email jobs@communityleisureuk.org.

Informal discussions regarding the role are welcomed – please email Kirsty Cumming to arrange a time to discuss the role: kirstycumming@communityleisureuk.org

September 2020.