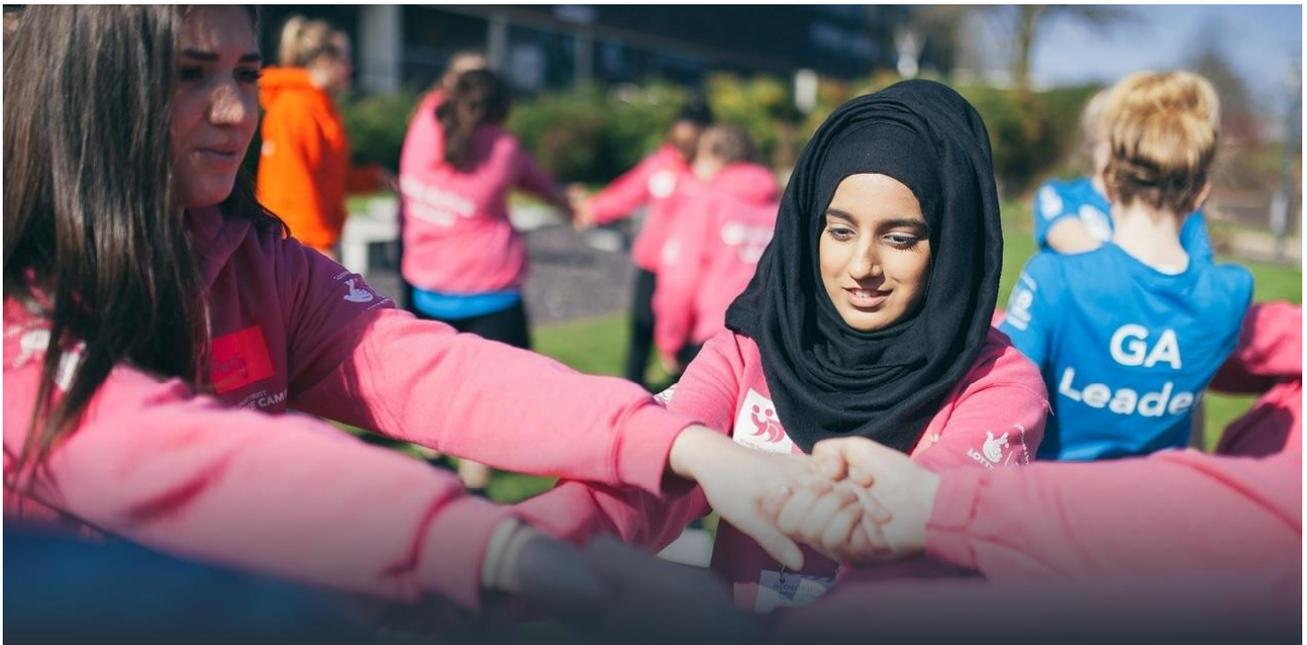




## **Background Information Pack**

### **Evaluation & Research Specialist**

**December 2021**



*“There’s absolutely no doubt in my mind that without the Youth Sport Trust, I would definitely not be where I am today.”*

***Jay — Young Ambassador***

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# About the Youth Sport Trust

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***We are a national independent charity passionate about creating a future where every child enjoys the life-changing benefits that come from play and sport.***

We are passionate about helping all children unlock their full potential through high quality, inclusive and innovative physical education and sport opportunities. Over 20 years we have developed a unique way of maximising the power of sport to grow young people, schools and communities through the development of qualities such as creativity, aspiration, resilience and empathy.

Through the power of sport we focus on the following six key objectives that underpin everything we do:

## Transforming physical education

***Transform PE's place in the curriculum, putting it at the centre of wellbeing and achievement in education.***

We will work with teachers, young people, parents and policymakers to maximise PE's potential to improve children's wellbeing and achievement.

## Removing barriers to sport

***Harness global best practice to ensure youth sport in the UK is inclusive, accessible and fun***

We will support schools, clubs and families to remove the causes of negative experiences for young people.

## Unlocking potential

***Unlock sport's potential at every stage of a child's life, especially where they face inequality or disadvantage***

We will work to close the gaps created by inequality and disadvantage, particularly at key transitional moments in a young person's life like starting or changing school and preparing for employment.

## Empowering activism

***Empower young people through sport to become local activists, tackling the issues of their generation***

We will equip them with the skills, confidence and opportunities to lead change in their communities.

## Championing insight

***Champion the impact of physical activity, PE and sport through research and insight***

We will establish a research and innovation hub which evidences improvements to children's wellbeing and achievement.

## Strengthening foundations

***Strengthen our foundations to ensure we can sustain our mission***

We will deliver our charitable objectives through good governance, a skilled workforce and sustainable income.

Through our insight, expertise and partnerships with primary, secondary and special educational needs schools and practitioners over the past two decades, we have developed unique solutions to maximise the power of sport to grow young people, impacting on their physical, social and emotional wellbeing. Our latest impact report <https://www.youthsporttrust.org/news-insight/research-papers/impact-report-2020> provides an insight of our achievements and demonstrates the breadth of opportunities we are giving schools and young people across the country and around the world.

The three principle elements of our mission to create a brighter future for young people include:

## Wellbeing

Our work builds the foundations of movement within children, equipping them with the confidence, competence and enjoyment of sport needed for a lifetime of activity, and good physical and emotional health.

## Leadership

Our work supports the personal development of young people and their progress at school, as well as preparing them for the challenges of life ahead. We support young people to develop a range of positive character traits and employability skills.

## Achievement

PE and sport, delivered well, is proven to impact positively on attainment and academic achievement. It can enhance cognitive performance, engage young people more readily in learning, and support the development of skills needed for success in and out of the classroom – communication, teamwork and self management.

These are delivered through partnerships with corporate sponsors, government, sport, health and education stakeholders, as well as schools and local communities. Our work is UK-wide, and we also undertake an impressive international programme of work.

## Our Values

Our values are our moral compass and guide the attitudes and behaviours required of us to achieve our vision. They provide an accountability framework for how we work internally with each other and with our customers and clients.

1. **Trust** - We earn trust from others through honesty and reliability
2. **Responsibility** – We commit to what we do by taking ownership and being accountable
3. **Integrity** - We hold up the mirror to ourselves to do the right thing
4. **Partnership Working** - We take a shared responsibility approach to working with others and respect difference to get the best out of ourselves and others.



# Our History

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Established in 1995 by Sir John Beckwith (President) & Duncan Goodhew MBE (Vice President), the Youth Sport Trust has grown from a team of 4 to just over 110 today. Over its 24 year life, the Youth Sport Trust has been through four major phases in its development:

## 1995 – 1997

The first two years of the organisation saw it pioneer the renowned “TOPs” programmes. TOPs was a suite of seven programmes designed to support teachers and coaches deliver high quality PE and school sport programmes for young people from 18 months to 18 years. The TOPs programmes were supported by sponsorship from BT and lottery funding, and were implemented through partnerships with Local Education Authorities and the Home Country Sports Councils. This era of the organisations development was characterised by creating world leading content.

## 1997 – 2010

This period coincided with the introduction of the government's Specialist Schools strategy and a National PE and School Sport Strategy. The Youth Sport Trust partnered the DCMS and (the then) DFEE in implementing a national network of 450 School Sport Partnerships embracing every primary, secondary and special school in England. Each School Sport Partnership was hosted by a Specialist Sports college and played a strategic role in planning and delivering PE and school sport in a local area. This era of the organisations development was characterised by building a world leading structure and local delivery.

## 2010 – 2012

These two years were dominated by a focus on the build up to the London 2012 Olympic and Paralympic Games. New programmes such as the School Games, Change 4 Life Sports Clubs, Young Ambassadors and Project Ability were all inspired by the Games and allowed the organisation to bring added momentum to work around competitive school sport, volunteering, and inclusion. This era of the organisation's development was characterised by the delivery of national programmes through high quality training and professional development.

## Since 2012

The organisation has been focussed on sustaining and growing local, self improving networks of schools playing a role building local strategies which align and connect a range of Youth Sport Trust (YST) and government funded programmes and interventions such as the Primary PE and School Sport Premium and YST Start to Move.

The organisation launched its current 4 year strategy in the spring of 2018. Our current strategic plan can be found <https://www.youthsporttrust.org/about/what-we-do/our-strategy>



## About the Role

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As a research professional this is an exciting opportunity to use your skills and experience to make a real difference. For over 25 years The Youth Sport Trust has been using the power of sport to improve the lives of young people and now you can help us continue our vital work. This role will ensure the YST delivers objective, credible and informative evaluations and research in support of our mission to pioneer new ways of using sport to improve children's wellbeing and give them a brighter future. In 2021 we were ranked as one of the best places to work in the UK by the Sunday Times 'Best Mid-Sized Companies to Work For' too.

As an Evaluation & Research Specialist you will build, conduct and deliver creative evaluations and research across a range of projects and programmes for both in-house and external customers. As well as this, you will commission and manage external evaluators to deliver projects on our behalf. You will be responsible for ensuring that the YST is a leading source of high-quality evidence and help us demonstrate our impact, shape future programmes and influence the sector to bring about positive change for young people.

This is a senior role in the team so we will be looking for strong project management skills and extensive experience of using primary and secondary research techniques and methodologies. You will have experience of effectively sourcing, summarising and presenting data, and you will be able to produce high quality research reports for a range of different audiences. An understanding of research ethics, consent and data protection will be needed too. Highly organised, you will also possess strong analytical and communication skills as well as an eye for detail and the ability to build relationships. Experience of Social Impact evaluations, including Social Return on Investment methodologies, would be an advantage.

In return, you will have the opportunity to work on a range of exciting research projects, which help bring about positive change to young people's lives. There will be opportunities for training and personal development, and the chance to be involved in some of the YST's events and programmes. The job offers a flexible mix of office and home working and a generous holiday allowance.

Please note that this position is subject to an enhanced Disclosure and Baring Service (DBS) check.



# Job Description

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<b>Position:</b>	Evaluation & Research Specialist
<b>Grade:</b>	C
<b>Responsible to:</b>	Head of Research and Insight
<b>Responsible for:</b>	n/a
<b>Car Allowance:</b>	No
<b>DBS Check:</b>	Yes - enhanced
<b>Issue Date:</b>	December 2021

## Overall Role:

This is a senior role within the Research & Insight team, working closely with other members of the team and external research organisations. This role will ensure the Youth Sport Trust (YST) delivers objective, credible and informative evaluations and research in support and furtherance of its mission; to pioneer new ways of using sport to improve children's wellbeing and give them a brighter future.

## Duties & Responsibilities:

Deliver high quality, effective research and evaluation

- Design, manage and deliver evaluations of projects and programmes, for YST and our funders.
- Ensure that evaluations provide clear, consistently measured, evidence of impact and inform future delivery developments.
- Provide expert input, support and advice to the YST teams involved in bid-writing.
- Ensure all funding applications demonstrate clear evidence of need and impact and include a clear theory of change, logic model and a monitoring and evaluation plan with robust, fully costed monitoring and evaluation proposals.
- Produce high quality research and evaluation reports and executive summaries for internal and external audiences including recommendations for future programme development.

Commissioning and managing external research and partners

- Commission and manage external evaluators to deliver research on behalf of the YST.
- Design, manage and deliver commissioned research projects for other organisations.

Support the role of YST as a leading source of evidence

- Support the YST to become a leading source of evidence on the impact of sport, PE and physical activity on children and young people's wellbeing.
- Ensure research and evaluation evidence is effectively communicated to a variety of audiences, through the regular preparation of reports, summaries and effective use of the intranet and YST website.

## General

- Respond to ad hoc queries and information requests coming into the team from internal and external audiences.
- Keep up to date with evolving, relevant evaluation and research skills and techniques and innovative thinking.
- Adhere to all relevant safeguarding policies and procedures and report any concerns.
- Support YST in retaining an inclusive culture and ensure equality, diversity and inclusion are embedded in all aspects of the role.
- Work within our data protection, information security and health and safety policies and guidelines.
- Contribute to the timely, accurate and efficient use of management information across the charity by adhering to reporting system requirements
- Promote, uphold, and demonstrate the Youth Sport Trust values of Trust, Responsibility, Integrity and Partnership Working.
- Any other duties which may be reasonably required from time to time, and which are commensurate with the post

# Person Specification

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## Evaluation & Research Specialist

Applicants for this position should be able to satisfy the following criteria:

### Experience

	<i>Essential</i>	<i>Desirable</i>
• Experience of primary and secondary research techniques and methodologies	✓	
• Experience of developing logic models, research briefs and proposals	✓	
• Experience of designing and managing evaluation and research projects.	✓	
• Experience of commissioning and managing external research organisations.		✓
• Experience of producing high quality research reports.	✓	
• Experience of sourcing, analysing, summarising and presenting data and research in a way that is appropriate to the audience.	✓	
• Experience of Social Impact evaluation, including Social Return on Investment methodologies.		✓

### Knowledge

• Knowledge of the principles of effective research and questionnaire design	✓	
• Competent user of Microsoft Office, including Excel, Word, and Outlook.	✓	
• Competent user of SNAP survey software, or similar.	✓	
• Knowledge of research ethics and consent for young people		✓
• Knowledge and awareness of the youth and school sport landscape		✓

### Personal Qualities

• Enthusiastic and hardworking.	✓	
• Have a high level of attention to detail and be able to work accurately, methodically and consistently.	✓	
• Numerate with strong analytical skills.	✓	
• Good written and oral communication skills.	✓	
• Highly organised with the ability to work on own initiative and as part of a team.	✓	
• Able to manage own time and prioritise workload.	✓	
• Have an interest in physical education/sport/community policy and/or research.	✓	
• Ability to establish effective working relationships with contacts at all levels of the organisation and externally.	✓	
• Flexible and able to manage a number of competing priorities to deliver high quality research projects	✓	

# Terms and Conditions

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A full statement of the main terms and conditions of employment will be supplied with any formal offer of employment. The information provided below may be helpful to applicants as a guide but should not be treated as a substitute for a full contract of employment. Please note that terms and conditions will be a pro-rated for part time appointments as appropriate.

## Hours of Work

This position is offered on part time hours of circa 22.5 per week, working across ideally 3 days a week, however we can offer flexibility here.

## Salary

The salary for this position will be circa £21,284.00 per annum (FTE £35,000 per annum), depending upon experience.

## Location

This role can be based in our Loughborough office on the Loughborough University campus or can be a blend of working from our Loughborough office and working from home. There will be some flexibility with regard to the number of days worked in the office and at home each week, as agreed with your line manager.

## Annual Leave

This post has an annual leave entitlement of 25 days which may be taken, subject to approval by line manager, at any time of the year. In addition, there will be 8 bank holidays and 5 additional days which the Youth Sport Trust determines on an annual basis. These allowances will be pro rata for part time and temporary positions.

## Pension

On the start of your third month of continuous service with the Trust you will be contractually enrolled into the pension scheme nominated by the Trust. Upon joining the scheme, you will receive 5% employer pension contribution, based on your basic salary. Full details of the Qualifying Scheme are available from HR.

## Health Cash Plan

The Youth Sport Trust recognises the importance of maintaining good health and wishes to support employees and their families with this. We provide all employees with access to a health cash plan that allows employees to reclaim costs for a range of medical care and treatment costs.

## Volunteer Days

The Trust recognises the importance of volunteering and as such provides up to 5 days (FTE) volunteer leave per annum. 3 days are paid, the remaining are unpaid.

## Interest Free Season Ticket Travel

The Youth Sport Trust offers interest free loans for employees to purchase bus or train season tickets.

## Probation & Career Development

Initial appointment to the Youth Sport Trust is subject to a six month probationary period. All posts in the Youth Sport Trust are subject to an annual appraisal process with a formal six month review. Annual pay awards are performance related and linked to appraisals and further information on this will be provided upon appointment.

The Youth Sport Trust has identified a number of competencies that are aligned to our values. Competencies are the behaviours and skills that define successful performance in the work place and provide an understanding of what is required to be effective within a role and to develop in your career. Competencies allow for an individual's performance to be evaluated not just on outcomes but also on how they achieve those outcomes. Typically, competencies are used to provide people with more clarity about what is expected of them, what is acceptable and unacceptable performance, as well as supporting the values of an organisation.

The framework for Youth Sport Trust has been developed with input from all managers and employees across the organisation. There are 16 competencies in total and employees work with their managers to identify those that are most appropriate to them and their development. We have one core competency that is critical for all employees which is "Living Out The Company Values".

## Pre – Employment Checks

Any offer of employment will be conditional on:

- The receipt of two references to the Youth Sport Trust. One referee must be your current or most recent employer.
- Satisfactory documentary evidence of your eligibility to work in the UK in accordance with current legislative requirements.
- Your written confirmation that the information provided on your application is correct.
- Satisfactory verification of your professional qualifications
- If the post involves training, supervising, working with and /or being in sole charge of children and young people you will be required to apply for a disclosure from the Disclosure and Barring Services (DBS). This was previously known as the CRB check and is an impartial and confidential document that details an individual's criminal record, and where appropriate, details of those who are banned from working with children. The offer of employment will be conditional on the disclosure proving satisfactory to the Youth Sport Trust. The Youth Sport Trust complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.



# How to Apply

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Applications should be made using the online Youth Sport Trust application form. For further details and access to the online form please visit <http://jobs.youthsporttrust.org> and click on the appropriate vacancy. Please ensure you submit your application no later than 10am on 31 January 2022.

## Selection

Selection will take place by 2 February 2022.

## Interview

Interviews will take place on 10 February 2022. The format of the interviews, including whether these will be face to face or via Zoom, will be confirmed if you are selected, but please be aware that the format usually consists of individual activities, followed by a panel interview.

## Equal Opportunities

Youth Sport Trust positively welcomes and seeks to ensure we achieve diversity in our workforce and that all job applicants and employees receive equal and fair treatment. We encourage applications from all candidates regardless of age, race, gender, gender identity, religion, sexual orientation, disability, or nationality.

## Further information on the Youth Sport Trust

If you would like further information on the Youth Sport Trust, please refer to the YST website [www.youthsporttrust.org](http://www.youthsporttrust.org)

