

JOB DESCRIPTION

JOB TITLE	Project Lead - Data and Insight
REFERENCE #	TGP1116
REPORTS TO	An Ace Service – Strategic Manager
BASED AT	Volleyball England, 3 Oakwood Drive, Loughborough, LE11 3QF

Job Purpose

To lead on the delivery of the data and insight implementation plan for Volleyball England. Working within the An Ace Service department supporting all areas of Volleyball England’s strategy, The Game Plan.

Key Responsibilities

- To lead on the design and implementation of the data and insight programme
- To manage the delivery of key stakeholder surveys from design to analysis
- To be a champion of data and insight across the business to ensure the team understand contemporary issues facing the volleyball community
- To analyse qualitative and quantitative data sets to create key insights to facilitate decision making
- To clearly communicate insights found to a range of audiences and stakeholders
- To capture insights from members that engage with Volleyball England products and services through an instant feedback process
- To provide an insight led approach to support the strategic direction of the board, subgroups and working groups
- To create datasets for targeted email campaigns when required
- To create and update monthly reports on membership numbers, products and services, demographics
- To be responsible for implementation of the Data Retention Policy and day to day management of GDPR enquires

General

- To undertake such additional duties as may reasonably be required by the Chief Executive from time to time in pursuance of the company sport plans in force at the time.
- This job description is not exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of the changing needs of the company.

PERSONAL PROFILE

Essential

- 1) Ability to create and articulate meaningful insights from qualitative and quantitative data
- 2) Deliver projects within defined budgets and timelines
- 3) Strong communication skills with the ability to present back to a range of audiences
- 4) Ability to prioritise tasks and work to deadlines
- 5) Highly literate and numerate with excellent attention to detail
- 6) A high level of computer literacy and effective communication, both verbally and in writing.
- 7) Ability to demonstrate strong interpersonal skills with the ability to maintain effective working relationships and to work on own initiative and as part of a team
- 8) Logical and methodological approach to work

Desirable

- 1) Understanding of GDPR regulations.

CONTRACTUAL DETAILS

SALARY	£20,000 - £25,000
TENURE	Permanent
ANNUAL PAID HOLIDAY	22 days per year, increasing to 25 days in the second (and subsequent) years of service. 8 Bank/Public Holidays & 2 ¹ / ₂ Privilege Days
HOURS	37.5 Hours Per Week
NOTICE PERIOD	4 weeks

Additional Benefits

- Volleyball England employ a flexible working and TOIL policy for staff.
- A stakeholder pension scheme is available.
- Cycle to work scheme is available.
- Free parking is available when working at the Volleyball England Hub and National Volleyball Centre.