



RESEARCH MANAGER

(PART-TIME)

INFO PACK

Introduction

The Women's Sport Trust (WST) is at the heart of the advancement of women's sport. And we understand how important sport is in driving social change.

In 2012, we set out on a mission to help move women's sport from "worthy to irresistible" – a phrase that still feels relevant today.

We chose to focus on elite sport and influencing those in power, because we felt that there were issues that needed to be addressed at the top of the funnel that would affect everything else underneath.

Women's sport is exciting, and on a massive journey of growth and development. We've moved from an industry championed by trailblazing outliers, with limited budget and limited resourcing – to one seen as the biggest growth opportunity in sport.

Our research shows we have entered a new era for women's sport. But momentum isn't guaranteed; and more needs to be done to ensure

sport reflects the best version of our society.

We are an unconventional organization, and we value your difference and what that brings.

Who we are

WST was founded in 2012 and its aim is to raise the visibility and increase the impact of women's sport through:

- Identifying and promoting a diverse range of role models
- Increasing the percentage & quality of media coverage
- Finding ways to shift the funding landscape for women's sport

A leading UK charity, WST is a dynamic, innovative, and progressive organization that is action oriented. We convene leaders, run imaginative campaigns and build an evidence-based picture about growth patterns & obstacles.

We are a catalyst within the industry, encouraging development, seeing opportunities, and helping to reshape a more inclusive sporting landscape.

We are a tiny charity having an enormous impact and have learnt to use our resources in a streamlined and economical way.



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Registered charity number **1153429**

RESEARCH MANAGER (PART-TIME) ROLE DESCRIPTION

January 2024

This role is being created to fit the needs of WST, build and enhance our reputation for industry-leading thought leadership and ensure our research function is sustainable over the long-term, rather than relying solely on pro bono time from WST Board members.

We are a small and nimble organization and the postholder will therefore need to have a broad ranging skill set and a flexible approach that can bend and grow with us. You will be able to work in a collaborative way and think strategically, but then be able to roll your sleeves up and get the work done.

You will report to and work closely with the CEO to help drive forward our strategy, but also work closely on occasions with WST Board Members. The role requires someone who is self-motivated and comfortable working at every level from administrative to strategic, in fact you'll thrive on the variety.

Period of contract	6 months initial contract (subject to a 1 month probationary period)
Pay	£1,000 PCM - salary equivalent to £60K pro rata. The position is strictly freelance/contract and you will therefore be responsible for paying your own tax.
Time requirement	One day per week - working hours are flexible across the week, with some set meeting times.
Location	Remote - WST staff and Trustees are located across the UK and full use of technology to communicate.
Resources	You will need to have your own computer and reliable internet access, other reasonable expenses are paid.
Closing Date	Friday 26 th January. Interviews to be held on Friday 9 th February.
How to Apply	Please send a CV and supporting letter to hr@womenssporttrust.com

Are you curious and want the chance to influence the next stage of development for women's sport?

We are looking for someone with significant experience of quantitative and qualitative research work to join our team. Familiar with designing research proposals and with leading edge techniques, you will be confident in managing, analysing and interpreting research.

Working closely with the CEO, board and other stakeholders, you will ensure that Women's Sport Trust sustains and expands its reputation as the trusted independent voice of the industry.

Main responsibilities are to:

- Keep informed, relevant & stimulate our learning
 - Act as an adviser to WST CEO on all research projects
 - Advise on key trends within women's sport, including summarising learnings from wider industry research

- Operational delivery of research projects
 - Design research proposals
 - Oversee RFP process, where appropriate, for a research partner to be selected for specific projects.
 - Manage and appoint research partners for paid and unpaid work.
 - Help support the management of commercial partners during the delivery of any report.
 - Liaise with WST stakeholders (internal and external) in shaping and developing research, to ensure a consistent WST voice is applied to all projects.
 - Project manage, working where relevant with external research agencies, to deliver a final research product, including liaison with other stakeholders, such as a designer.
 - Manage all available research tools.

- Communicate and grow our impact
 - Help drive business development outreach with prospective research funding partners, to understand areas of mutual research focus.
 - Help deliver research projects in partnership with a commercial partner.
 - Support, where needed, communication activity, not limited to media and conferences.
 - Support the development and delivery of public and private sessions to disseminate key research information.

What we're looking for from you:

WST is committed to improving the diversity of our organization. We believe that a diverse organisation, considerate of a wide range of lived experience, is important and we are passionate about ensuring our organization benefits from the enhanced creativity, innovation, and legitimacy of a more representative team.

Who you are and how you work is very important to us. You will need to be experienced and add value when decision-making / brainstorming with the CEO, but also have enough experience that allows you to deliver with high quality, efficiency and with very little need for support. This role is ideal for someone who has senior level experience but is looking to have a different relationship with work than the traditional full-time five days a week model. It would also suit an ambitious individual, with relevant experience, who can perform this role alongside their current work.

You will need:

- Experience of research and insight delivery
- Track record of high quality qualitative and quantitative commercially relevant research
- Outstanding analytical, quantitative, and problem-solving skills
- Up-to-date knowledge of research approaches and techniques
- Ability to translate data into actionable insight that inspire others
- Be an independent, self-starter
- Creativity and passion

Partnerships

Aside from individual applications, we would also be open to partnerships with sports marketing and research agencies who would like to second a research member of staff in this role, either as a pro bono partnership or where the equivalent salary is paid as a small fee to an agency partner.