

Title Insight Analyst
Team Development
Manager Insight Manager



ABOUT BUCS

For over 100 years British Universities and Colleges Sport (BUCS) has been at the forefront of university sport in the United Kingdom.

Our ambition is to deliver exceptional student sporting experiences that inspire, develop and unite.

BUCS works with its member institutions to get more students active more often, through traditional competitive sport and providing physical activity opportunities.

By joining us, you will be a part of a vibrant and inclusive community, working to inspire and engage students across the nation.

JOB DESCRIPTION

Main Purpose(s)

Work with the Insight Manager to collect, analyse, and present data and insight to BUCS staff, members and other stakeholders. Take the lead on key projects that support the Insight Manager to deliver the overall data and insight strategy.

Main duties and responsibilities

Research and Communication

- Execute the inclusive analysis and presentation of complex data to internal and external stakeholders.
- Support the Insight Manager to coordinate, analyse and report on membership wide research (E.g. Student Active Wellbeing Survey).
- Contribute to the organisation's strategic reporting and review process, including supporting survey creation and analysis of the annual student, staff and member surveys.
- Organise and execute satisfaction surveys for BUCS events, analyse the findings every term and share insights with the Events team.
- Facilitate regular briefings based on existing BUCS data, identifying trends and actionable information.
- Manage the annual process of the strategic review of the Complete University Guide survey and the analysis and innovative dissemination of the findings.
- Coordinate and undertake desk research on a range of relevant topics.
- Coordinate and gather relevant information from external datasets (e.g. Sport England Active Lives) and report on findings, synthesising it with sector and internal data where applicable.
- Using all the above, provide strategic direction and justified reasonings to guide future decision making for the development of BUCS programmes in alignment with the strategy.

Collaboration

- Support internal stakeholders with dynamic data collection and analysis needs, including technical elements such as building online surveys, downloading and using raw data.
- Manage the upkeep of a dynamic online repository of BUCS research and the inclusive collection of member and partner case studies.
- Organise opportunities to highlight best practice and innovative learning in the sector.
- Coordinate with internal colleagues and members to maximise the impact of data in innovative and dynamic ways, ensuring it guides future change and direction.
- Work with the BUCS Digital team to streamline access to data through CRM systems
- Support the BUCS Digital team with data collection, in line with overarching business objectives
- Develop and maintain positive working relationships with a wide range of BUCS stakeholders.

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Other

- Coordinate and contribute to reporting to funders, e.g. Sport England.
- Represent BUCS on associated insight working groups, networks and committees as necessary.
- This role will involve weekend and evening work and overnight stays at BUCS events.
- Professionally represent BUCS at all times.

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PERSON SPECIFICATION

BUCS is a Disability Confident Committed and Equal Opportunity Employer. We value diversity and are committed to fostering an inclusive and supportive work environment. We make all employment decisions without regard to age, national origin, race, ethnicity, religion, belief, gender, sexual orientation, disability, or any other characteristic protected by law.

Research shows that some people don't apply for a role if they feel they do not meet 100% of the person specification. We encourage you to apply for this role if you feel you meet the key skills and knowledge listed below, even if you feel you do not have all of them. We are passionate about identifying the right people to help us develop and thrive.

Essential knowledge or experience

- Experience of deriving high-quality insight from qualitative and quantitative data.
- Experience in market and/or social research environment, undertaking dynamic quantitative and qualitative research.
- Knowledge and experience in administrative tasks and data management.
- Experience managing projects and ability to meet deadlines.
- Experience of using quantitative survey tools such as SurveyMonkey or other online survey software.
- Considerable experience of IT and MS Office, specifically PowerPoint and Excel and, in particular, data visualisation i.e., charting data in a clear, innovative and digestible way.
- Experience communicating insight to non-technical audiences in inclusive and innovative ways.
- Experience of engaging and building respectful relationships with a range of internal and external stakeholders.

Essential skills and abilities

- The ability to analyse and solve problems.
- The ability to work well and respectfully in a team and independently.
- Flexible and conscientious approach to work.
- Excellent planning and organisational skills.
- Ability to analyse, interpret, contextualise and present complex data in a clear, inclusive way.
- Highly numerate and statistically literate with a high level of attention to detail.
- Strong presentation and written skills.
- An enquiring mind that thrives on new challenges, problem solving and a dynamic environment.

Desirable knowledge or experience

- Effectively managing budgets with the support of senior staff.
- Previous experience in a Coordinator or Officer role.
- Experience of conducting qualitative research (E.g. focus groups)
- Knowledge of the Higher Education sports sector and wider sporting eco system.