



power to
change

business in
community
hands

Job description for the role of **Insight Manager**

- Location:** This role may be based in our London or Bristol offices or from home, but it will involve some travel for in-person meetings and events on occasion (the frequency will depend on your role and will be in discussion with your line manager).
- Hours:** 35 hours per week. We have flexible working practices and would be happy to discuss these with you.
- Contract:** Permanent
- Salary:** The starting salary for this role will be £53,537 (£57,037 where the role holder resides within the M25).

Power to Change is the think-do tank that backs community business. We turn bold ideas into action so communities have the power to change what matters to them. We know community business works to build stronger communities and better places to live. We've seen people create resilient and prosperous local economies when power is in community hands. We also know the barriers that stand in the way of their success. We're using our experience to bring partners together to do, test and learn what works. We're shaping the conditions for community business to thrive.

You will be working closely with other like-minded passionate professionals in our organisation to amplify the efforts of community businesses and put them at the heart of a fairer economy.

This role leads on the delivery of a rigorous, creative and high-impact research and insight programme for the organisation, identifying key research areas and methodologies to capture new data and evidence. This role will carry out analysis and commission research, and ensure the wider team has the data and evidence needed to deliver against our priorities.

Deadline for applications: 9am on Monday 15th July 2024

How to apply: Apply [via Applied](#).

At **Power to Change** we use Applied for our recruitment. Applied aims to overcome unconscious bias in recruiting. Instead of just using your CV, we'll be asking you to answer questions to test skills needed for the role. The responses are then anonymised, and reviewed in a random order by members of our team.

We are an **equal opportunities employer** and welcome applications from all candidates irrespective of race, age, disability, gender, gender identity, sexual orientation, religion or belief, or marital or civil partnership status. We will assess all applications against the requirements for this post as detailed in the job description and person specification and ask for names and education history to be removed from applications.

We are **Disability Confident Committed**, we welcome and respond positively to applications from disabled people. We will meet individual needs throughout the recruitment process, including making any appropriate reasonable adjustments during the interview stage and to our workplace if selected into post to support colleagues with any form of disability. If you meet the minimum requirements for the role and would like a guaranteed interview, please email recruitment@powertochange.org.uk. You do not need to share any details about your disability at this stage.

As a **Mindful Employer** we recognise that in the UK, people experiencing mental ill health continue to report stigma and discrimination. We are committed to creating a supportive and open culture, where colleagues are able to talk about mental health. We are also committed to ensuring that our employees feel safe in disclosing any mental health conditions and confident that they will be properly supported and offered reasonable adjustments when required.

If you have any questions about how Power to Change is an equal opportunities employer please contact our Strategy and Culture Manager, James on recruitment@powertochange.org.uk.

We apply our values to everything we do:

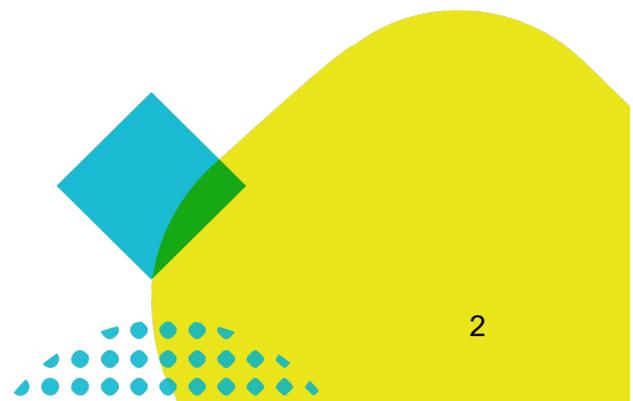
We are **open**: We will seek partners and allies beyond the community business sector to better help the community business model go mainstream, and will be open about our learnings as we test and discover new approaches to community-led resilient places.

We are **bold**: Our plans are ambitious, and we will continue to enter markets where we see community businesses could thrive, and boldly speak to decision makers alongside community businesses.

We are **informed**: We will continue to work closely with community businesses and be informed by their lived experience and needs. We will approach new challenges with fresh eyes and take an evidence-led approach before rolling out solutions.

We are **collaborative**: We will continue to work with existing partners and new ones, drawing on each other's skills to achieve what we couldn't do alone.

We are **authentic**: We will integrate the priorities that we have for community businesses into our own practice. We will aim to advance dignity, justice and belonging in our own organisation, become climate positive, actively embrace digital transformation, and continuously build our own capacities in many areas.



JOB DESCRIPTION	
Role title	Insight Manager
Reports to	Associate Director for Policy & Insight
Role purpose	<p>Working with colleagues across the organisation, the Insight Manager plays a crucial role in ensuring Power to Change's research and insight programme is rigorous, creative and high impact. The role also gathers and shares robust evidence and learning about our approach and the community business sector.</p> <p>The Insight Manager will work with colleagues across the organisation to manage and deliver several key insight projects, and support the Associate Director for Policy & Insight to implement the organisation's Insight Strategy.</p>
Role responsibilities	<ul style="list-style-type: none"> • Undertake new, original research to help the organisation fulfil its vision, purpose and ambitions. • Act as an expert in approaches to research, learning, and data analysis, ensuring that our approach to insight is robust and uses high quality methodologies. • Lead on interrogating and generating insight from our existing evidence base. • Manage current and new contracts for activity evaluation, research, and data analysis. This includes both quantitative and qualitative approaches. • Provide guidance, technical support and oversight for research across the organisation. This includes both supporting and leading on commissioning research, evaluation, and ad hoc data analysis. • Support colleagues to embed evidence-led approaches across our delivery and integrate insights and new knowledge into how we work, informing demonstrator pilots with community businesses. • Manage systems for analysing programme activity and ensure that outputs are fed back into the ongoing development of activity and used to inform wider organisational strategy. • Take responsibility for ensuring projects are delivered to time and budget.
Collaborative responsibilities	<ul style="list-style-type: none"> • Work closely with fellow members of the Policy & Insight team to ensure that our communications, policy and influencing activity is supported by evidence and insight. • Support the development of a culture that encourages reflection and learning about community businesses, ensuring that what we learn is shared across the organisation. • Work closely with the Portfolio Management team to ensure that our activities meet the needs of community businesses

	and, where appropriate, act as catalysts or market leaders for funders and decision-makers.
Organisation responsibilities	<ul style="list-style-type: none"> • Responsible for maintaining oversight and management of budgets and governance for all activities within your remit. • Responsible for oversight in the commissioning and management of contracted partners within your remit. • Represent Power to Change, attending events, monitoring developments, and providing visibility through social media content, blogposts and analysis. • Embed and continue to review diversity, equity, and inclusion into our work. • Be an active and engaged colleague, taking part in support and learning activities. • Provide ad-hoc assistance to other team members as required. <p>This job description is issued as a guideline to assist you in your duties, it is not exhaustive. Because of the evolving nature and changing demands of our work this job description may be subject to change. You may, on occasions, be required to undertake additional or other duties within the context of this job description.</p>

PERSON SPECIFICATION

Skills and experience	<ul style="list-style-type: none"> • Experienced in conducting quantitative and qualitative data analysis on varied data sets. • Knowledge and experience of a wide range of quantitative and qualitative research methods, with an ability to interrogate, interpret, and assess these. • Knowledge and experience of the policymaking process and the role research plays in helping to achieve policy change. • Ability to communicate complex methods, information, and research findings clearly and to a wide range of colleagues and external audiences. • Project management, including budget management. • Experience of commissioning, managing, and quality assuring external consultants to deliver research, evaluation, impact and/or learning to time and budget. • Excellent, high-level writing skills adaptable for different audiences and strong general communication skills. • Great inter-personal and relationship-building skills with external contacts and internal colleagues. • Database and data software management and/or usage (such as Salesforce). • Confident in using IT systems including MS Office.
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