

Recruitment Pack

Programme Delivery Research Executive





About the role

Thank you for your interest in this exciting role.

You would be joining us at a time when we have launched our new identity as the Leadership Skills Foundation (previously Sports Leaders) in August 2023, alongside building a new 5-year 'Evolve' strategy. Having navigated the challenges of the pandemic, the organisation has naturally placed an emphasis in recent years on retaining and sustaining the existing relationships we have with the 2,500 organisations (centres) that deliver our programmes.

Looking ahead, with new programmes and partnerships emerging, this role will now play a significant part in helping us understand the needs of young people, allow more centres to be able to deliver Leadership Skills Foundation programmes, and broaden the audiences we reach. Over the next few years, we aim to create an adaptable leadership skill offer that will increase our reach to more young people, fully establishing the Leadership Skills Foundation as the trusted voice for essential leadership skills development.

Having recently secured a strategic partnership with Sport England, this role will play a key part in conducting the research activities that are required to inform the Leadership Skills Foundation, and the wider sector, to empower a more diverse range of young people with opportunities to develop essential leadership and life skills, regardless of their background.

You will be a valued Research Executive within the 'Programme Delivery' team and support the Research Manager to develop future accessible and inclusive essential leadership programmes. A key focus for the research will be to understand the needs, barriers, and opportunities to support underserved and/or under-represented communities and individuals into sport leadership opportunities and into the workforce.

This role will require positive and proactive internal working relationships to be created with other teams and colleagues to support organisational objectives and goals.

We're looking for an enthusiastic, confident, and collaborative individual that wants to make a positive social difference through research. We look forward to receiving your application.

Michael Whiting - Programme Delivery Research Manager

About the Leadership Skills Foundation

Our vision is for everyone to be empowered to shape their future and lead their communities.

With a 40+ year heritage, the Leadership Skills Foundation exists to help young people build the confidence to believe, the qualities to lead and the skills to succeed.

Working with close to 100,000 young people every year across 2,500 delivery centres (schools, colleges and community organisations), our programmes deliver millions of hours of learning and peer-to-peer volunteering. We provide an empowering environment and learning frameworks where everyone is empowered to shape their futures and lead their communities.

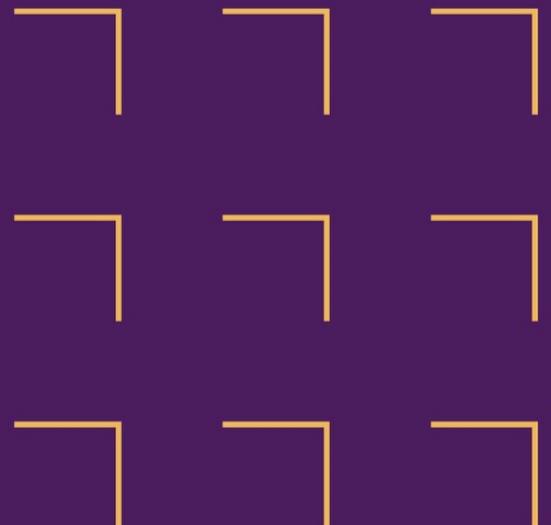
97% of centre staff believe Leadership Skills Foundation programmes provide young people with the skills to succeed.

As an awarding organisation, all our programmes are accredited in line with regulatory conditions, ensuring learners achieve meaningful and recognised qualifications and awards. Our programmes equip learners with employability skills for life (communication, problem solving, teamwork, self-belief, self-management) improving motivation, self-esteem and confidence.

90% of learners said that our programmes develop important skills for their futures.

We want young people to possess the skills, knowledge and resilience needed to face the world with confidence and optimism. By enabling organisations to deliver carefully considered leadership programmes, we help shape future generations.

Over two-thirds of businesses believe young people are not effectively prepared for work when they leave school (British Chamber of Commerce).



Our values

We are better together

Together, we do great things. Collaboration, belonging and individuality aren't just buzzwords to us; they're deeply held commitments in the way we work. As we solve problems together, we make sure everyone feels listened to and valued.

We are guided by goals

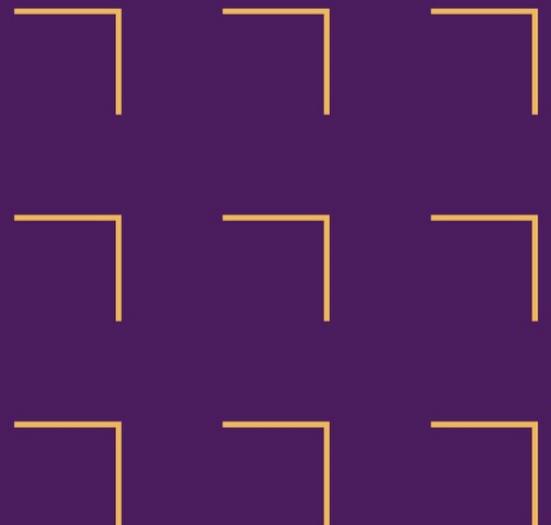
Every initiative we developed is guided by clear aims. From giving young people the confidence to achieve, to bringing major change to communities, all our goals are significant and focused on improvement.

We evolve and innovate

As the world changes, so do the opportunities and challenges of the people we support. As different times call for different skills, we are brave enough to be different and to innovate to be fit for the future.

We have pride in our programmes

We never forget how valuable everyone's future is. That's why we go above and beyond to deliver high-quality trustworthy and regulated programmes.



What you can expect from us

There are numerous benefits that are available to you as a member of Leadership Skills Foundation.

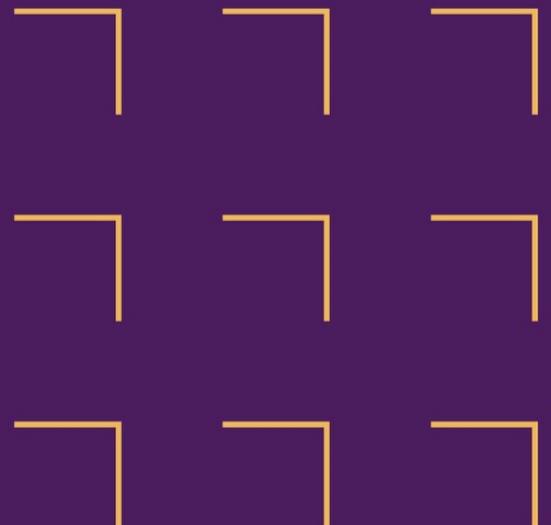
In addition to working for an organisation that is forward thinking with a clear commitment to your wellbeing, we also offer an array of both contractual and non-contractual benefits as outlined below.

Contractual benefits:

- Standard 36 hour working week.
- 25 days annual leave rising to 30 days per year after completion of five years' service.
- Automatic enrolment into NEST Pension scheme after three months, with the option to join group personal pension plan with matched contributions up to five percent following successful completion of probationary period.
- Agile/flexible working.
- Home working.

Non-contractual benefits:

- Discretionary extended Christmas break.
- Vitality Health Care Plan following successful completion of probationary period – with the option to add family/significant others at reduced rate.
- Meaningful and regular one-to-one system as part of a structured personal development process.
- Cycle to work scheme.
- Sight test and eyewear financial support.



Role details

Role title: Programme Delivery Research Executive
Reports to: Programme Delivery Research Manager
Salary: £26,000 full time
Contract: Fixed term (to July 31st 2027)
Location: Home based with some travel to other locations when required
Hours: Full time – 36 hours per week

Role summary

Main duties and responsibilities

- Support the research requirements of the Programme Delivery team’s strategic goals, and support research work across the organisation as required. This may include scheduling, conducting and transcribing interviews, cleaning data, coordinating focus groups, developing research tools and related tasks.
- Help develop research approaches appropriate to address strategic goals.
- Conduct both primary and secondary research using a range of methodologies.
- Support the presentation of research findings, by helping develop clear, actionable recommendations, and compelling presentations.
- Support the identification of new research and evaluation projects and approaches which address gaps in our current evidence base.
- Foster collaborative internal relationships to drive a culture of research driven decisions throughout the organisation.
- Support the building of relationships with external partners and funders and the communication of key findings where required.
- Ensure all research activities carried out as part of the work comply with ethical standards.
- Have an awareness of new research developments across the sector

Key Relationships

Internal

- Line Manager: Programme Delivery Research Manager
- Departments: Innovation, Marketing and Communications
- Head of Programme Delivery
- Local Delivery Lead

External

- Strategic partners, including organisations such as Sport England.
- Key local delivery centres
- Partners engaged with research activities

Skills, experience and knowledge

Required/essential:

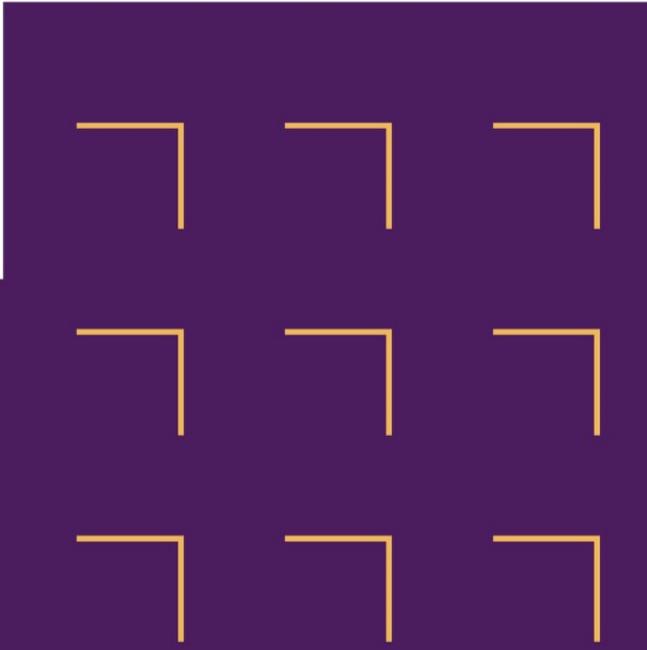
- Educated to degree level in a subject with substantial statistical or research content.
- Familiarity with a range of both primary and secondary research methodologies, used to gather both qualitative and quantitative research.
- Experience of contributing to research outputs or reports and making recommendations informed by findings.
- Ability to build positive working relationships with a wide range of stakeholders, including colleagues and external partners.
- Effective communication skills with the ability to present information confidently to a diverse range of stakeholders.
- Strong organisation skills, ability to multi-task and work effectively in a busy team environment.
- Able to deliver at pace ensuring efficiency.
- Excellent listening and recording skills to effectively evidence the findings of research.
- Understanding of ethical standards and practices in research
- Complete and finish tasks independently and/or as part of a team.
- Show competence with IT (including Microsoft Office).
- An ability to travel across England is required.

Desired:

- Experience of working in a relevant undergraduate or postgraduate research role, or working on a research project with a social impact focus
- An understanding of the challenges facing young people in the UK today, including systemic and cultural issues
- Knowledge and understanding of at least one of the youth sector, grass-roots sports, or education sectors – including trends, challenges, and best practices.

Personal qualities:

- A confident, collaborative researcher that wants to make a positive social difference.
- Pro-active with the ability to work on own initiative, collaboratively and independently.
- Effective and confident communicator.
- Adaptable to operational requirements with an openness to give and receive constructive feedback as part of a growth mindset.
- A creative, problem solver with the ability to think critically and analyse a range of data.



Recruitment timetable

Closing date for applications: 17:00, Monday 24th February 2025

First Interviews to be held: Thursday, 6th March - Friday 7th March (online)

Start date: ASAP

To Apply

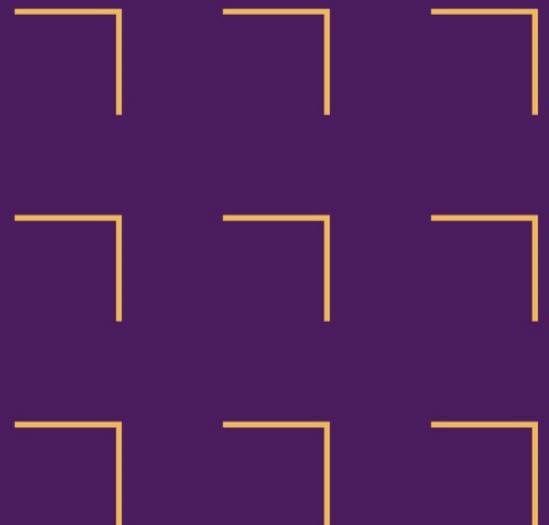
We look forward to your application for the role. To apply, please click on the link below and answer a few questions about the role and attach an updated CV.

Applications no later than 17:00 on Monday, 24th February 2025.

[Apply here](#)

Further information

Further information If you would like to discuss the role further, please email mwhiting@leadershipskillsfoundation.org





Believe. Lead. Succeed.

