



Foundation

JOB DESCRIPTION

Job Title:	Data Insights Officer with Studentship
Department:	IFA Foundation
University:	Ulster University
Location:	National Football Stadium at Windsor Park.
Reporting to:	Football For All Manager
Hours of work:	20 per week. Please note that due to the nature of the job, a flexible approach to working hours is required, which will include occasional evening and weekend working.
Duration of Post:	5-year Part-Time Fixed Term
Role Family:	Officer
Salary scale:	£15,000 - £20,000 + Tuition funding scholarship offered through educational partnership with Ulster University (Approx. £2500 annually) with option for PhD study for a suitable candidate.

PURPOSE OF THE JOB:

Embed an outcome-based accountability framework for all current IFA Foundation programmes. Interpret results to contribute to strategic decisions and resource allocation to maximise the footprint of the Foundation across each community in Northern Ireland. Develop and adapt data processes to ensure greatest efficiency and impact of Foundation programming.

MAIN DUTIES AND RESPONSIBILITIES:

1. Work with programme leads to establish baseline participation levels.
2. Establish an annual social return of investment (SROI) total for the Foundation and individual programming.
3. Develop an outcome-based accountability framework aligned with national government framework.
4. Assist staff to conduct evaluations of programmes.
5. Establish a centralised data collection system utilising the most up to date digital systems.
6. Contribute to strategic decisions in resource allocation, structuring and planning processes.
7. Measure and track strategic priorities and sub-strategy objectives.



Foundation

8. Complete and maintain appropriate data collection and recording systems.
9. To represent the Foundation at meetings, seminars, conferences and committees as required. Please note that this may include late evenings and trips abroad.
10. Proactively participate in training and development opportunities, staff performance appraisals and reviews as required.
11. Service the Irish Football Association's policies in line with its development plans.
12. Adhere to and actively support at all times, company policy and best practice in the area of security with particular emphasis on the protection of sensitive customer information.
13. Ensure that you are fully aware of the need to safeguard sensitive customer information at all times, so that our customers and people perceive the Irish FA to be a trustworthy brand.
14. Adhere to all times all other company policies, procedures, processes and working.
15. Any other reasonable duties as may be requested from time to time.

Note: In the interests of the efficient management of the Association, the duties described in the above job description will be reviewed periodically and may be subject to modification or amendment after consultation with the postholder.

PERSONNEL SPECIFICATION

Essential Criteria

Criteria:	Essential:	Desirable:
1. Education & Qualification	<p>1.1 First or Upper Second-Class Honours Degree in a subject relevant to data insights.</p> <p>We may also consider applications from those who hold equivalent qualifications, for example, a Lower Second-Class Honours Degree plus a Master's Degree with Distinction.</p>	<p>1.2 Master's Degree in a subject relevant to data insights.</p> <p>1.3 Sound understanding of data insights, which can be evidenced by a comprehensive research proposal for this role.</p>
2. Experience	<p>2.1 Experience of maintaining, monitoring, and reporting processes, systems, and frameworks.</p> <p>2.2 Experience in collecting and analysing data, especially in relation to reporting against KPIs.</p> <p>2.3 Experience of generating statistical, evaluative data and impact information.</p>	<p>2.4 Have 2 year's practical experience (within the last 5 years) of working within sports development.</p>
3. Skills, Knowledge & Competencies	<p>3.1 Effective communication (both written and oral) to develop an innovative partnership with programme leads.</p> <p>3.2 Excellent interpersonal skills with a proven ability to work effectively with a wide range of internal and external stakeholders.</p> <p>3.3 Be able to demonstrate strong computer literacy skills and proven competency in using Microsoft Office applications such as PowerPoint, Word, Excel, and Outlook.</p> <p>3.4 Knowledge of the requirements needed when taking the lead in delivering data insights framework and methodology.</p>	<p>3.5 Able to work under pressure and meet tight deadlines.</p>
4. Personal Disposition	<p>4.1 A team player who can work on their own initiative, organise, and prioritise work effectively with a high degree of self-motivation and enthusiasm.</p>	



5. Other Requirements (5.4-5.5 Are Post Job Offer)	<p>5.1 Proof of eligibility to work in the UK.</p> <p>5.2 Have a valid passport allowing unrestricted international travel.</p> <p>5.3 Have a clean driving licence and access to a car for business use.</p> <p>5.4 Completion of a medical questionnaire demonstrating the ability to fulfil the Occupational Health requirements for the post and flag any reasonable adjustment required.</p> <p>5.5 Two satisfactory employment references, one of whom should ideally be the current/most recent employer.</p>	
---	--	--

ADDITIONAL INFORMATION

Closing date: The closing date for the receipt of completed application is 10am on Wednesday 29 March 2023. Applications received after the closing date and time will not be considered.

Shortlisting: Only those applications which clearly demonstrate the requirements set out in the personnel specification will be shortlisted. Please note that the Association reserves the right to implement all or some of the desirable criteria in addition to the essential criteria for shortlisting purposes.

Offer of employment: Please note any offer of employment is subject to the receipt of two satisfactory employment references, proof of eligibility to work in the UK and proof of any required qualifications.

Reserve list: A reserve list of suitable candidates may be maintained for the purpose of any similar vacancies (temporary or permanent) that may arise within twelve months of the completion of the recruitment exercise.

The Irish Football Association is an equal opportunities employer and welcomes applications from all sections of the community. All appointments will be made on the basis of merit.

Approved: March 2023