

# Research Consultant - Job Specification

*The Sport, Leisure and Culture Consultancy Ltd*

*Haywards Heath, West Sussex / Flexible*

*Salary - £20k - £25k Plus 5% Pension Contribution (after 3 months) and company bonus scheme, 25 days paid leave plus bank holidays.*

*(Full Time)*

*Closing date: 31 March 2019*

## Introduction

As part of The Sport, Leisure and Culture Consultancy's (SLC's) plan for growth, we're looking to further develop our Consulting team. Our vision is:

**'Communities leading active and healthy lives through sustainable facilities, services and partnerships.'**

To achieve this, we need to bring some more exceptional people on board, who can help shape the future development of the company.

The successful candidate will play a key research and support function to the consulting team and play a key role in delivering our projects including:

- Sport and Physical Activity Strategies
- Leisure Investment Strategies
- Feasibility Studies
- Masterplanning Support
- Management Options Appraisals
- Leisure management partnering and procurement
- Business cases.

You will be working with councils in major cities and towns across the UK along with national agencies.

You will undertake research, data analysis and development of reports, proposals and project outputs. You'll have an opportunity to work alongside the SLC team and benefit from learning 'on the job' in live client situations. Supplementary training and development will be provided to the right candidate.

## Job Description

You will be responsible for supporting consultancy projects and undertaking the following type of work; Data Analysis, marketing duties, research and admin support.

You will also support key work streams within projects and interface with our clients and their stakeholders.

**Key duties include:**

- Project Support, supporting SLC consultants & Directors
- Data Analysis
- Market Analysis
- Business Planning
- Geographic Information Systems Services - GIS
- Community and Stakeholder Consultation
- Report / Presentation development
- Research & Administrative support
- Marketing activities including operating & maintaining the SLC website, blog, LinkedIn forums
- Developing and maintaining SLC contact & contract databases
- Developing press releases, case studies & supporting SLC's business development
- Seminar & Event management.

**Essential requirements:**

- Degree or equivalent professional qualifications
- Strong Microsoft Excel modelling skills
- Ability to contribute to sections of bids and sales presentations
- Ability to identify trends and key messages in a wide range of data to support projects
- High levels of literacy and numeracy
- Strong interpersonal skills
- An engaging style of communication with the ability to work effectively with groups and individuals
- Completer/finisher with high levels of written accuracy
- Self-starter, able to act on their own initiative
- Able to remain calm and effective in all situations
- Highly competent with Microsoft Word and PowerPoint
- Demonstrate a flexible approach to work commitments with a willingness to travel across the UK and spend occasional periods away from home.

**Desirable requirements:**

- Relevant work experience
- Marketing & business development skills
- Background in sport, leisure and / or culture or understanding of the sector
- Business plan modelling (MS Excel)
- Business analysis
- Project management
- Administrative experience.

**Organisation fit:**

- Confident and engaging communicator
- Clarity of thought with an inclusive style of working with and alongside others
- A demonstrated commitment to personal and professional development
- Self-motivated with a commitment to quality
- Flexible and responsive.

SLC is an equal opportunities employer.

**Apply now:**

Write us a compelling ‘why me’ letter and attach your CV to [info@slc.uk.com](mailto:info@slc.uk.com)