



Scottish Disability Sport (SDS) Job Description

Location:	Scottish Disability Sport (SDS) Head Office, Forthstone, First Floor, 56 South Gyle Crescent, Edinburgh, EH12 9EB Hybrid working may be considered.
Job Title:	Data, Insights & Research Manager (PT)
Salary:	£38,000 FTE (dependent on experience & pending pay review)
Type of Position:	Part-time, permanent (18.75 hours per week). Flexible working will be considered.
Reports To (Title):	Head of Policy and Public Affairs
Direct Reports:	None
Date:	August 2026

ABOUT SCOTTISH DISABILITY SPORT

Scottish Disability Sport (SDS) is the national governing body for disability sport in Scotland. SDS is a values-led organisation and staff, board and volunteers are expected to demonstrate the values listed below.

- Inclusion
- Respect
- Integrity
- Ambition

We lead and influence the development of inclusive sport and physical activity opportunities for people with physical, sensory and learning disabilities across Scotland and the UK to achieve our vision and mission below.

Vision

Sport and physical activity in Scotland are welcoming and inclusive for participants with disabilities.

Mission

Through strong leadership and effective partnerships, we will engage and sustain participants, support athlete progression and influence change.

JOB SUMMARY

The Data, Insights and Research Manager is responsible for driving the SDS Data, Research and Insights strategy.

Reporting to the Head of Operations, the Data, Insights and Research Manager will lead organisational data strategy, analytics, evaluation, and research activity. It ensures the organisation collects, interprets, and uses data effectively to enhance decision-making, demonstrate impact, support fundraising, and inform organisational strategy.

The Data, Insights and Research Manager is a key member of the SDS staff team, who will work collaboratively with others to implement the SDS Strategic Plan.

Responsibilities will be centred mainly on leading, developing and implementing an effective data, insights and research strategy for Scottish Disability Sport with robust methodologies for reporting and a coherent research and evaluation plan.

JOB RESPONSIBILITIES & ACCOUNTABILITIES

PLANNING

- Contribute to the development of SDS strategic plans and associated annual action plans.
- Work with colleagues and key partners to develop and implement an SDS data, insights and research strategy aligned with SDS's strategic plan priorities and ensuring consistency is achieved across brand and language.
- Report progress against the SDS Annual Operational Plan to the SDS Management Board.
- Produce dashboards, KPI reports, and insight papers for SMT and Board.
- Evaluate trends, measure impact, and support organisational decision-making.

LEADERSHIP

- Lead the management and development of the SDS JustGo platform.
- Develop and oversee the organisation's data, insights and research strategy.
- Train staff on data handling, reporting tools, and insight interpretation.
- Lead analysis of operational, programme, and organisational data.
- Design and deliver research projects – including the SDS National Survey, desktop reviews, surveys, and evaluation frameworks.
- Develop theories of change and impact measurement models.

GOVERNANCE

- Ensure compliance with SDS policies, including finance, safeguarding and equality.
- Implement data governance frameworks, ensuring compliance with GDPR and best practice.
- Manage data quality, consistency, and reporting systems.
- Oversee digital tools for monitoring, evaluation, and reporting.

PARTNERSHIPS

- Develop and maintain strong partnerships with individuals and organisations across relevant sectors.
- Support the reporting to SDS funding partners as necessary.
- Manage external research partnerships.
- Represent SDS at any relevant meetings as required
- Undertake any other duties as appropriate to the post and the needs of SDS.

COMMUNICATION

- Contribute to the SDS Newsletter and Mailchimp correspondence.
- Ensure consistent internal and external communications.

OTHER

- Represent SDS at meetings, conferences and other events as appropriate.
- Undertake any other duties as appropriate to the post and the needs of SDS.

BUSINESS INTERACTIONS

- SDS Board of Directors
- SDS Senior Management Team
- SDS staff and volunteers
- SDS Member Branches
- **sportscotland** personnel
- Partner organisations at a Scottish, UK and international level
- Participants and athletes
- Research & Academic Partners
- Third Sector and Statutory Organisations
- National, UK and international stakeholders

PERSON SPECIFICATION

EDUCATION & EXPERIENCE REQUIREMENT

Essential requirements:

- Experience in data analysis, research, or insights management.
- Strong analytical skills with ability to interpret complex data sets.
- Experience with data visualisation tools (Power BI, Tableau, or similar).
- Understanding of GDPR and data governance principles.
- Ability to present findings clearly to both technical and non-technical audiences.
- Strong project-management and organisational skills.
- Excellent communication and report-writing skills.
- Track record of building effective relationships with internal and external partners.
- Strong written and verbal communication skills.
- Proven experience in managing change and making things happen.
- Strong attention to detail and ability to manage competing deadlines.
- High proficiency in Microsoft 365 and other relevant administrative applications.

- Experience in positively communicating key messages with partners.
- Satisfactory references received.
- Membership of the Protecting Vulnerable Groups scheme.
- Visa/right to work in the UK.

Desirable requirements:

- Experience in the charity, public, or social research sectors.
- Knowledge of evaluation frameworks such as Theory of Change or SROI.
- Experience with CRM systems and advanced data tools.
- Relevant degree or qualification in data science, social research, statistics, or similar.
- Working knowledge of disability sport and the needs of participants with disabilities
- Interest in the mission and values of the organisation.
- Proven understanding of equality, inclusion and diversity issues.
- Working knowledge of disability sport and the needs of participants with disabilities.
- Experience of working within a multi-disciplinary team
- Experience of working in a sports governing body or voluntary organisation.
- Experience of EDI, intersectionality and issues impacting disability sport.
- Knowledge of the Scottish, UK and international sport system
- Knowledge of the Scottish sporting landscape, including the role of **sportscotland**, Scottish governing bodies of sport, local authorities, and other national bodies.
- Driving Licence and access to a car.

PERSONAL SKILLS & ABILITIES

- Strong analytical mindset with the ability to interpret complex data and communicate insights clearly.
- Excellent problem-solving skills and the ability to design evidence-based recommendations.
- Ability to translate data and research findings into accessible reports and presentations for non-technical audiences.
- High attention to detail and commitment to data accuracy and integrity.
- Ability to manage multiple research or data projects simultaneously.
- Strong technical literacy and confidence working with analytics tools, dashboards, and CRM systems.
- Logical, methodical approach to work and decision-making.
- Ability to work collaboratively with colleagues from different teams to support data-driven culture.
- Clear communicator with confidence delivering findings to senior leadership and stakeholders.
- Capacity to work independently, take initiative, and drive forward organisational insight strategy.
- An ability to be solution-focused and have a positive outlook.
- Flexible, adaptable and responsive to change.
- Well organised, self-motivated and proactive.
- An ability to demonstrate confidence, empathy, enthusiasm and initiative.
- Strong presentation and verbal communication skills.

- Competent IT skills.
- An ability to demonstrate confidence, empathy, enthusiasm and initiative.
Commitment to equality, diversity, inclusion and the values of Scottish Disability Sport.
- Willingness to work flexible hours, including evenings and weekends.

MEASUREMENT OF PERFORMANCE - DELIVERABLES

- Successful delivery of the SDS Strategic Plan, Annual Operational Plans and SDS Communications Plan.
- Effective leadership and development of the data, insights and research area of work.
- Approved data & insight roadmap
- Automated reporting pipelines with clear data lineage.
- Insight packs with recommendations and tracked decisions.
- Organisation-wide evaluation framework (logic model/Theory of Change).
- Programme evaluations with mixed-methods design and published findings.
- Training for teams on data literacy and evidence use.

TRAVEL REQUIRED

- Infrequent travel within Scotland.
- Very occasional UK travel.

EQUALITY, DIVERSITY AND INCLUSION

Scottish Disability Sport (SDS) is committed to being an inclusive and equitable organisation where everyone is treated with dignity and respect. We actively welcome applications from people of all backgrounds and identities, including disabled people, people from ethnically diverse communities, LGBTQ+ people, and those from underrepresented groups within sport and physical activity.

We are committed to removing barriers to participation and employment and will make reasonable adjustments throughout the recruitment process and in the workplace. All appointments are made on merit, in line with the Equality Act 2010, and we are proud to be a disability-friendly employer that values diversity as a strength.

We specifically welcome applications from those with lived experience of disability.