



Scottish Disability
Sport

Recruitment of Data, Insights & Research Manager

Scottish Disability Sport

Photo Credit for Stephen McGuire Image: ParalympicsGB

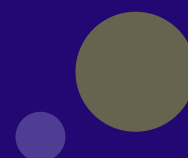




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Welcome

A message from our Chair



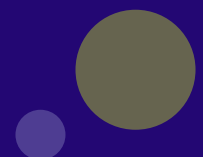
Sarah Pryde-Smith

Welcome and thank you for your interest in joining Scottish Disability Sport. People with disabilities have the right to access inclusive sport and physical activity. We at SDS are passionate about all providers in Scotland offering this and believe that all people with disabilities should be given appropriate support to achieve their potential.

Why SDS is a Great Place to Work

- Make a real difference to the lives of people with disabilities in Scotland
- Be part of a passionate, supportive and inclusive team
- Flexible working arrangements that support work-life balance
- Opportunities for professional development and growth
- Work alongside inspiring athletes, coaches and volunteers
- Contribute to Scotland's sporting success on the world stage

"We look forward to welcoming you to our team and working together to make sport inclusive and accessible for everyone."



About Us

Scottish Disability Sport (SDS) is the national governing body for disability sport in Scotland. We are a National Partner of **sportscotland**, the governing body for boccia and a registered charity. We work to provide and develop opportunities for disabled people to participate in sport at all levels.



Vision

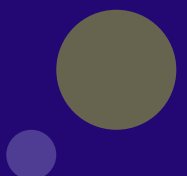
Sport and physical activity in Scotland are welcoming and inclusive for participants with disabilities.

Mission

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

Values

- INCLUSION** Addressing the needs and aspirations of all individuals
- RESPECT** Considering different opinions and rights of all individuals: participant centred
- INTEGRITY** Underpinning all actions by what is morally right and honest
- AMBITION** Finding innovative and creative solutions



Data, Insights & Research Manager

Scottish Disability Sport

Scottish Disability Sport's Vision is that Sport and physical activity in Scotland are welcoming and inclusive for participants with disabilities.

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

Reporting to the Head of Policy & Public Affairs, 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.

Responsibilities will centre on leading, developing and implementing an effective communication and public relations service for SDS.

This role requires excellent organisational, communication and IT skills, with the ability to work independently and collaboratively in a dynamic environment.



Data, Insights & Research Manager

Scottish Disability Sport



Overview

Reporting to the Head of Policy & Public Affairs, 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.

Key Responsibilities

- 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.
- Produce dashboards, KPI reports, and insight papers for SMT and Board.
- Evaluate trends, measure impact, and support organisational decision-making
- Lead the management and development of the SDS JustGo platform.
- Upskill 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.
- 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

Photo Credit for Finlay Davidson Image: Team Scotland

Data, Insights & Research Manager Manager

Scottish Disability Sport

Person Specification

- 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
- 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.
- Excellent communication and report-writing skills.
- Track record of building effective relationships with internal and external partners.
- Proven experience in managing change and making things happen.
- High proficiency in Microsoft 365 and other relevant administrative applications.
- Visa/right to work in the UK.

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.
- Strong technical literacy and confidence working with analytics tools, dashboards, and CRM systems.



Data, Insights & Research Manager Manager

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Terms of Appointment

- **Salary:** £38,000
- **Holiday allowance:** 25 days plus 10.5 public holidays for full time roles.
- Discounted Edinburgh Leisure CAP Card
- Flexible working and family-friendly policies
- Modern office accommodation with barista coffee and subsidised restaurant on site.
- Free parking at office

Process

- Applications will close on 16 September.
- Interviews will take place in Edinburgh on 23 September.

Due Dilligence

Due diligence will be carried out as part of the application process, which may include searches carried out via internet search engines and any public social media accounts.

How to Apply

You will find a full Job Description and Person Specification at our [website](#). Complete an application form [online here](#) or download an application form [here](#)





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[@sds_sport](https://www.instagram.com/sds_sport)



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