Job Specification

Job Title:
Insight and Learning Coordinator- Move More Wakefield

Grade: 10	**Job Evaluation Code:** PR3464 002

Reporting to: Sport and Physical Activity Development Manager	**Manager's Grade:**

Service Area: Sport and Physical Activity Development Team	**Service Directorate:** Arts, Culture and Leisure

Overall Purpose of the Post:

To manage and develop the Move More Wakefield insight, learning and evaluation function to influence current and future community development and systems change approaches. Strengthening Move More's ability to understand community needs, measure system change and make evidence-led decisions.

Engage and upskill system partners in insight gathering and learning and evaluation activities to improve their own delivery and contribute to a wider learning at place.

The post holder will be responsible for designing, facilitating, collecting, processing and interpreting information related to complex whole system change to increase physical activity rates across the life course. The post holder will need to interpret and use data and insight to prioritise actions within the workstream and ensure the work progressing to meet identified needs.

Requirements for the post		
	Essential	**Desirable**
Qualifications/ Training	• Degree or equivalent level of experience in learning and evaluation, insight, sport and/or public health. • Significant work-based experience in a relevant field.	• Evidence of continuing professional development and/or membership of professional body.
Knowledge	• Knowledge to provide in-depth support and leadership to the service/programme. • Good understanding of Council systems, processes, governance and of working within a political environment. • Good knowledge of best practice in partnership working and multi-disciplinary teams. • Knowledge of the impact of physical activity and inactivity on health and other outcomes. • Thorough knowledge of effective working relationships with internal and external stakeholders and partners at a local, and regional level. • Use knowledge of the service and stakeholders to be able to make decisions on requirements of the service, the programme and its development. • Ability to analyse and solve problems with an appreciation of possible longer-term implications. • Knowledge and practical application of engagement and insight methods, including practical use within communities and with networks of professionals.	• Knowledge of systems thinking and implementation for change, working in complexity. • Knowledge of national and regional cultural policy and best practice in equalities, diversity inclusion and environmental projects. • Knowledge of Key Council Policies, including but not limited to Customer Care, Data Protection, Health and safety, Anti- fraud and Corruption.
Experience	• Experience of delivering, monitoring and planning services at an operational level. • Experience of undertaking Project Management, delivery planning and implementing new ways of working.	• Experience of developing and leading training to upskill colleagues, partners and community members in insight, learning and evaluation techniques.

	• Experience of successfully managing activity, quality assurance and performance targets. • Ability to build and maintain and be a member of effective teams. • Ability to manage budgets/resources and enforce proper financial controls. • Experience of community engagement and development. • Experience of co production.	
Physical Skills	• Able to attend meetings outside normal working hours. • Ability to travel around the district and access a range of sites. • Flexible approach to working weekends and unsociable hours where is required.	• A full current driving licence.
Competencies and other skills required	• Ability to plan ahead/ organise/ prioritise, implement service improvements, project tasks and innovations. • Able to challenge constructively to design and introduce improvements and manage to change. • Ability to analyse problems, situations and information, think laterally and present innovative and feasible solutions. • Ability to perform complex analytical tasks in an efficient manner. • Ability to explain complex information in reports, presentations and talks to wide range of audiences in somethings challenging environments. • Ability to build partnerships and relationships with key partners and stakeholders in order to achieve key outcomes and outputs. • Ability to lead networks, convene people and facilitate conversations. • Ability to build strong relationships with VCSE sector.	• Able to develop and promote innovative and creative solutions to the challenges facing the services.

	• Strong written and verbal communication skills – must be able to persuade and influence a range of internal and external audiences at all levels and communicate complex issues. • Effective people skills – must be able to effectively work with others at all levels, both internal and external, to achieve common goals and objectives.	

Key Outcomes/ Activities:

Responsible for the operational and day to day leadership and implementation of insight and learning/ evaluation approaches to physical activity place-based expansion to deliver a successful programme of work.

Influence, build strong relationships and persuade a network of agencies, professionals, residents to actively engage and contribute to insight, learning and evaluation approaches, with the aim of increasing physical activity rates.

Support system partners to engage in, and gather insight, and to use/ interpret data to guide decisions in relation to physical activity systems change by making data and insight more accessible i.e. infographics, training, upskilling and other innovations.

To lead on gathering of insight, using various methodologies such as Participatory Appraisal, focus groups, surveys, data analysis and use of existing intelligence to influence the effective use of resources, both financial and human, within and associated with the Move More Wakefield.

Lead on organising and facilitating system events both with professionals and communities on insight, learning and evaluation to develop co-produced solutions.

Lead and coordinate any emerging workstreams relevant to insight and learning, as part of this programme, including purchasing / procuring / granting elements where relevant and the setting and monitoring of the insight and learning budget allocation.

Lead on the insight, learning and evaluation approach to the place-based work, including purchase/procure/granting any additional insight, learning and evaluation elements required for the programme.

Produce reports that show the impact of the programme, presenting data clearly and logically within established timeframes to community members, partners, funders, and stakeholders to support the momentum of whole systems change and to share information on what works and what does not. This will be used to help inform next steps.

Be responsible for collating, managing and interpreting insight and impact data, both qualitative and quantitative using mixed methodologies.

The duties and responsibilities highlighted in this Job Specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

Responsibility for Resources

Employees (Supervision):

- No direct managerial responsibilities.
- Office location is Wakefield One with an expectation to work across the District, specifically in the identified hyperlocal areas.
- Coordinate and support volunteers, community researchers, Physical Activity Champions and Ambassadors involved in insight gathering, learning cycles and evaluation activity across hyperlocal programmes.
- Provide day-to-day coordination of commissioned evaluation, research, training and specialist contractors, ensuring clarity of purpose, alignment to place-based priorities and quality of outputs.
- Work closely with the Partnership Development Coordinator, Project Support Officer and delivery partners to ensure insight and learning activity is embedded consistently across all workstreams.
- Support training, upskilling and reflective practice for partners, volunteers and community contributors to build system capability in gathering and using insight.

Financial:

- Support the planning and profiling of MEL-related expenditure across the lifetime of the programme, ensuring alignment with delivery priorities and funding conditions.
- Monitor financial performance of insight and learning activity, identifying risks, variances and opportunities, and taking appropriate action to maintain delivery within agreed budgets.
- Contribute to financial reporting requirements for internal governance and external funders, providing clear and accurate updates on MEL-related investment and outcomes.
- Ensure appropriate financial controls are in place across insight, learning and evaluation activity, including the use of commissioned services and participant incentives.
- Set (based on the place expansion budget), manage and monitor the insight and learning budget, including spend on community research, contractor support, events, tools, incentives and evaluation activity.
- Coordinate commissioning, procurement and commission supported elements relating to insight, learning and evaluation, ensuring compliance with council and funder requirements.
- Advise on the effective use of financial and human resources by applying insight to prioritise investment, adapt delivery and inform future commissioning decisions.

Physical:

- To comply with Health and Safety requirements at all times.

- Ensuring that health and safety is managed effectively within all development programmes and projects and that appropriate controls and monitoring mechanisms are implements for all developments.
- Coordinate the practical resources required for insight and learning delivery, including venues, equipment, materials, digital platforms and monitoring tools across hyperlocal areas.
- Organise and support the delivery of insight, learning and evaluation activity within community settings, events, training sessions and system workshops.
- Ensure physical delivery arrangements support accessible, inclusive and safe engagement for participants, volunteers and partners.

Service Users:

- Coordinate engagement with residents, service users and priority communities (including children and young people, older adults and people with long-term health conditions) to ensure lived experience shapes insight and learning.
- Lead the gathering, management and interpretation of qualitative and quantitative insight using mixed methodologies (e.g. participatory appraisal, surveys, focus groups, learning cycles).
- Ensure feedback loops are embedded so communities, partners and participants can see how their insight informs decisions, programme adaptations and future investment.
- Produce clear, accessible insight and impact outputs for communities, partners, funders and stakeholders to support continuous learning and whole-system change.

Working Conditions:

- Office based for approximately 75% of time, out and about around the district delivering interventions for 25% of the time- this delivery may be in community settings and / or outdoors.
- Hybrid working opportunity to work from office and home in line with current service requirements.
- There will be a requirement for the post holder to work at variety of service locations across the district to meet the operational requirements of the service.
- There will also be a requirement for the post holder to attend activities and events in a community environment throughout the district as part of the project delivery.

Characteristics of the post:

Employees are encouraged to participate in training activities in order to enhance their own personal development.

The employment checks are required:

- **Evidence of entitlement to work in the U.K.**
- **Evidence of essential qualifications**
- **Two satisfactory references**
- **Confirmation of medical fitness for employment**
- **Registration with appropriate bodies (where applicable)**

The following employment checks are required for those positions which are based in a school or working with vulnerable young people and adults:

- **Evidence of a satisfactory safeguarding check e.g. DBS check at the relevant level**

Date completed: June 2026