

## RESEARCH OFFICER: JOB DESCRIPTION

<b>Job title:</b>	Research Officer
<b>Contract:</b>	Full-time, fixed term for one year
<b>Salary:</b>	£23,000-£30,000 (+ benefits, including a generous pension scheme, and 28 days annual leave)
<b>Location:</b>	Bethnal Green, London
<b>Line manager:</b>	Amanda Hill-Dixon, Senior Researcher
<b>Start date:</b>	As soon as possible –July 2017

### Overview

Inequalities are widespread and complex and affect many areas of people's lives. The Young Foundation is a research and action institute with a track record of confronting these inequalities. We work across the UK and internationally to create insight and social innovations which put people at the heart of social change.

We are seeking a Research Officer to conduct a range of research which supports The Young Foundation in its mission. In particular, this role may involve working across a variety of projects, possibly including:

### Main Responsibilities

- Carrying out quantitative data analysis of existing secondary data sets and primary quantitative data, using Excel and/or SPSS.
- Organising, designing and carrying out qualitative fieldwork, often with marginalised or vulnerable people, in different locations and contexts across the UK.
- Conducting qualitative analysis of data conducted through interviews, focus groups, workshops or other methods.
- Carrying out desktop research, using a range of methods and sources of data, related to inequality and social innovation practice globally.
- Working closely with others as part of a team and with external stakeholders to manage relationships and deliver work.
- Producing high quality and varied research outputs for a range of audiences including analysis, report writing and presentations where necessary.
- Making sure our work is participatory, including working with peer researchers and valuing the importance of communicating with different audiences.

- Taking responsibility for data and project management and administration as it relates to delivering work.
- Delivery of particular work strands relating to our research. This will include taking personal responsibility for key elements of work as well as supporting others in the team.
- Any other duties as required by the line manager in line with the grade of the post.

## **Person specification**

### **Prior experience - essential**

- Postgraduate degree in a social science subject OR 2+ years of professional experience conducting social research in a university, think tank, charity or consultancy
- Experience of designing quantitative research tools
- Experience of quantitative and statistical data analysis, including of large existing data sets, using Excel and/or SPSS
- Experience of designing qualitative research tools
- Experience of conducting and organising qualitative fieldwork
- Experience of conducting qualitative analysis using Excel, Word and/or NVivo
- Experience of having conducted robust desktop research and knowledge of a range of methodologies for doing this
- Evidence of ability to grasp complex concepts and debates quickly and to engage with these effectively through research
- Evidence of having worked in group settings and / or as part of a cross-organisational or inter-organisational team
- Ability to communicate effectively – in writing and in person - about research findings to a range of audiences
- Evidence of having delivered or contributed to the delivery of high quality social research outputs

### **Prior experience – desirable**

- Able to lead work packages and deliver work in different areas on time
- Experience of having designed and conducted participatory research
- Experience of research with people from a range of backgrounds, including from vulnerable or disadvantaged backgrounds
- Experience or understanding of ethnographic methods
- Published social research outputs