

# Research Officer

## Job Description and Person Specification



<b>Job Title:</b>	Research Officer
<b>Reporting to:</b>	Research Lead
<b>Based:</b>	London – Angel, Islington / Currently home working due to Covid-19
<b>Hours:</b>	Full-time, 35 hours a week (4 days/flexible working would be considered)
<b>Salary:</b>	£32,560 (pro-rata if not full-time) – 12 months fixed term contract
<b>Notice period:</b>	2 months

### Background

As our Research Officer you will be working as part of a small dynamic research team to take forward exciting plans to establish the charity as a leading centre of expertise on young women and economic justice.

Working closely with our Research Lead and the wider Policy, Research and Communications team you will play a key role in research at Young Women's Trust, so that we build the evidence base needed to transform opportunities for young women, especially those on low or no pay.

A major part of this will be supporting the delivery of our peer research programme and intersectional research which ensures that the experiences of those furthest from power are heard loud and clear – and ensuring we present research findings in a truly engaging way.

You will be as comfortable writing research as you are running focus groups with young women and supporting peer researchers through training, fieldwork and analysis. As well as being a great researcher you will need to be great communicator, to ensure we produce research which is credible and engaging. The post holder will need to be extremely organised, able to prioritise their own workload and meet multiple deadlines.

With over a million young women facing a lifetime of financial, social and emotional disadvantage because they don't have a job or are in low paid, insecure work, the need for our work couldn't be more important. As a feminist organisation working to achieve economic justice for young women, we work to give economic power to young women by raising their voices, challenging sexist stereotypes and rebuilding workplaces free from discrimination.

### Overall purpose of the role

Support the development of high quality evidence to support all aspects of our work and build and maintain our authority about young women facing disadvantage, inequality, discrimination and poverty;

### Key activities

## **Research**

- Undertake qualitative and quantitative research - including statistical analysis – to produce quality evidence and research outputs including published reports which underpin the campaigning and influencing work of the organisation;
- Provide research briefings and material for any staff/volunteers in relation to presentations and PR activity;
- Identify and monitor key statistical datasets and other public sources to support our policy, engagement and media work;
- Contribute to and coordinate the publication of regular research briefings to stakeholders
- Contribute to the development of the Policy, Research and Communications team strategy

## **Peer researcher engagement**

- Carry out peer research projects, including growing and coordinating a network of peer researchers, training young women in research skills, supporting peer researchers to design research, conduct fieldwork and analyse results;
- Conducting interviews and focus groups with young women in a sensitive and inclusive manner;
- Collaborate with the Participation Team to provide pastoral, practical and financial support to young women so they can fully participate in all research and policy development processes and embed their voices in YWT's evidence base;
- Ensure strong relationship and open dialogue between peer researchers and other groups of young women such as Young Women's Trust Advisory Panel and our Facebook Lounge.

## **Evaluation and reporting**

- Work with our services and participation team to evaluate its work, including the Work It Out service, and report effectively on its impact.
- Transcribing, writing up and collating research into a range of accessible formats, including reports, briefings and summaries.
- Working closely with our digital team to represent our research output online and on social channel, and particularly with our Digital Content Officer to produce online and multi-media outputs.
- Support our research steering group and project advisory groups, including through arranging and facilitating meetings and providing updates
- Provide support to the Research Lead as required

## **Experience required**

- Experience of undertaking qualitative and quantitative research which has had impact on policy and/or practice;
- Experience of undertaking research interviews/organising or running focus groups;
- Experience or strong understanding of peer or participatory research methods;
- Experience of analysing datasets, including familiarity with government/ONS datasets;
- Demonstrable knowledge of evaluation methods and analysis;
- Good understanding of the issues facing young women struggling to live on low or no pay
- Experience of using high quality research and evidence to help shape campaigns/influencing work;
- Excellent written and verbal communication skills including report writing and presenting research findings;
- Excellent interpersonal skills with an ability to work with a range of young women from diverse backgrounds

- Experience of working with a wide range of stakeholders and maintaining partnerships and professional relationships
- Excellent time management and organisational skills

**All staff members are expected to:**

- Work in the London office (when coronavirus restrictions are lifted- staff are currently working from home)
- Engage with the charity's beneficiaries
- Contribute to the strategic development of the charity and be committed to its values.