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| **Job Title:** Research and Policy Officer |  |
| **Accountable to:** Head of Research and Evaluation | |
| **Conditions:** | |
| **Hours of work:** 28 hours per week |  |
| **Base:** Head office, London |  |
| **Salary: £**26-29k per annum pro rata | |
| **Contract:** permanent |  |
| **Annual Leave:** 22 days per annum |  |
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| **The organisation:** | Church Urban Fund’s (CUF’s) vision is to see people and communities all over England flourish and enjoy life in all its fullness. Established by the Church of England, CUF has been active in local communities for over 30 years, working alongside other faith-based and secular organisations to bring about positive change. It works through three main programmes:   * The Together Network equips churches to engage in communities and respond to social issues. * Near Neighbours focuses on social integration, working in partnership with others to build stronger, cohesive communities in which people of all backgrounds can belong, connect and contribute. * Just Finance Foundation works to help build a fairer financial system in which all people can flourish.   We work to influence public and policy debate about the social issues our programmes respond to. |
| **The role:** | This role plays a key part in keeping the CUF team informed about social policy issues relating to our programmes, and in facilitating and resourcing our policy-influencing work through research, writing, and helping organise relevant events and meetings. In addition, it supports our monitoring and evaluation work, including through collation, analysis, and reporting of qualitative and quantitative data about the impact of our programmes, ensuring that this is used to make a difference within and beyond the organisation. The role requires excellent written and verbal communication skills, and the ability to synthesise information from a range of sources quickly and clearly. |
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| **Principle responsibilities to include:** | |
| 1. **Research** | * Undertake background research to support the work of the Research and Policy Team and CUF Programme Directors, as required. * Keep up-to-date with key research publications and events relating to CUF’s work, and work with the Head of Research and Evaluation and Communications Team to ensure this information is shared effectively amongst our staff and networks. * Produce blog posts, newsletter content, case studies, and other written materials to share learning, internally and externally. * Produce written reports on social policy issues relating to our work in communities, with support from Research and Policy team colleagues. * As required, (and with the support and direction of the Head of Research and Evaluation) carry out research projects, including drafting proposals, arranging and conducting interviews, analysing qualitative data, writing up research into report form and disseminating findings. |
| 1. **Policy** | * With the support and direction of the Head of Research and Evaluation, develop and facilitate the implementation of an effective influencing strategy. * Keep up-to-date with social policy developments in fields relating to our programmes, and work to ensure key information is shared effectively amongst our staff and networks, including through producing a regular monthly briefing summarising key policy developments and research relating to the issues CUF works across. * Undertake desk-based research to inform our policy-related work, synthesising material from a range of sources including policy documents, evidence gathered from our programmes, and research reports. * Collate and draft evidence submissions for Government and other stakeholder consultations. * With the support and direction of the Head of Research and Evaluation, build and maintain strategic relationships with key stakeholders in the policy areas relating to our areas of work, including the Church of England’s Mission and Public Affairs team. * Work closely with the Head of Research and Evaluation to organise a range of events including training events to share best practice and public events with speakers from social policy, theology and community development sectors. |
| 1. **Evaluation and Monitoring** | * Support the Head of Research and Evaluation, programme staff and regional development workers, by assisting with the collation, analysis, and reporting of quantitative and qualitative data collected as part of our quarterly impact monitoring, as required. * Synthesise programme evaluation reports into shorter summaries, as required. |
| 1. **General** | * Participate in and report back on relevant events and conferences held by other organisations. * Work as an integral member of the Research and Policy team, carrying out any other tasks within the scope of the role or at the request of Church Urban Fund. |

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| **Essential Skills, Experience and Characteristics** |
| * Excellent written and verbal communication skills |
| * Ability to summarise complex information from a range of sources in an accessible way |
| * Experience of writing concise and accessible reports and briefings |
| * Experience of working in a research, policy or public-affairs-related role |
| * In-depth knowledge of an area of social policy relating to CUF’s work (e.g. homelessness, welfare benefits, social integration, civil society) |
| * Competence in use of Microsoft Word, Excel, PowerPoint, and Outlook |
| * Knowledge and experience of basic quantitative data analysis (e.g. descriptive statistics) |
| * Ability to prioritise tasks and work to deadlines |
| * Ability and motivation to pay attention to detail, for example in checking facts and proof-reading reports |
| * Good relational skills (including with people from a diverse range of backgrounds) and ability to work collaboratively as part of a team |
| * Ability to identify, engage and build relationships with key stakeholders, including civil servants, practitioners and researchers |
| * In sympathy with the Christian ethos of Church Urban Fund |
| * Able and willing to travel around England |

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| **Desirable Skills, Experience and Characteristics** |
| * In-depth knowledge of two or more areas of social policy relating to CUF’s work |
| * Experience of qualitative data analysis |
| * Good knowledge and understanding of the voluntary/community sector and/or the church |
| * Experience of engaging policy makers with research findings or insights from practice |
| * Some knowledge of parliamentary processes and procedures |

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| **Qualifications** |
| * A good undergraduate degree (2:1 or above) or equivalent. |
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To apply, please send a CV and covering letter outlining why you would like the position, and why you would be suitable for it, to: Lida.Hazael@cuf.org.uk. Please include details of two referees, one of whom should be your current or most recent employer. To arrange an informal conversation about the role, please get in touch via the email address above.

**Closing date:** 5:00pm Thursday 16 January 2020

**Interview date:** 27 January 2020

**Church Urban Fund is an equal opportunity employer and values diversity.**