

## JOB DESCRIPTION AND PERSON SPECIFICATION



**Post:** Researcher

**Salary:** £28,063 + 6% pension (pro-rata)

**Hours:** 21 hours per week

**Duration:** 12 months (maternity cover)

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**REPORTING TO:** The Director

### **JOB PURPOSE:**

To deliver a range of poverty and social policy related research projects, and to contribute to the on-going development of the Poverty Alliance's programme of research.

### **JOB BACKGROUND:**

The Poverty Alliance acts as the national anti-poverty network in Scotland, with a growing membership amongst community and voluntary organisations, trade unions, faith groups, statutory bodies and others. We are financially supported to carry out this role by the Scottish Government, the Big Lottery Fund and a variety of other charitable trusts and foundations.

Set up in 1992, the Poverty Alliance has a long track record in working with individuals and communities facing poverty both to take action against poverty themselves as well as to have an influence over the solutions to poverty and social exclusion.

Over the last 10 years the Poverty Alliance has developed a strong track record in delivering a wide range of qualitative research projects, often working in partnership with people with direct experience of poverty in the development of these projects.

We are now looking for a researcher to provide maternity cover to support the delivery of our current portfolio of research projects.

The post holder will have experience in coordinating and delivering a diverse range of research projects. The Poverty Alliance's current portfolio of projects includes work on

social security, food insecurity, public health and the evaluation of employability projects.

The post requires an experienced researcher who is capable of working independently and who has a track record of delivering applied social research with high quality research outputs. It is essential that candidates have a track record of working with a range of stakeholders. You must have a strong understanding of current poverty research issues, and a good understanding of current relevant policy context, including a current working knowledge of social security.

This role will require a range of research skills and expertise including strong experience of project evaluation. A proven track record in project delivery and managing stakeholder relationships will be required as well as demonstrable skills in coordination and implementation of research projects. This role will include working on projects with participatory elements and working with people with lived experience of poverty. Commitment to participation and conducting ethical and sensitive research practice in research will be therefore be required.

The post of Researcher will suit an individual who has a background in social science research as well as clear commitment to social justice and conducting research that can help address poverty.

## **JOB DESCRIPTION**

### **Main duties are to:**

1. To conduct and coordinate the delivery of research projects including fieldwork for research
2. To carry out qualitative data analysis
3. Produce research reports and other outputs including briefing papers, blogs, etc.
4. Ensure quality control and commitment to ethical standards is maintained across all Poverty Alliance research projects
5. To regularly monitor project progress and provide updates to funders and other key stakeholders. Contribute towards project monitoring, evaluation, accountability and learning
6. To represent Poverty Alliance and provide appropriate methodological support and guidance for research projects in line with Poverty Alliance priorities.
7. To contribute to the external communication of research outputs and support research dissemination processes.

8. Represent Poverty Alliance to external stakeholders including national and local government, third sector organizations
9. Contribute to the work of the Poverty Alliance staff team through attendance at staff meetings and other events.
10. To carry out other tasks and duties as required.

## **PERSON SPECIFICATION**

### **Essential Criteria**

1. Extensive knowledge and experience of both traditional and participatory research methods with a particular focus on qualitative research methods and techniques.
2. In-depth understanding of the current trends and themes in relation to research on poverty and inequality in Scotland.
3. Strong evaluation and monitoring skills.
4. Excellent written and communications skills, including ability to communicate effectively and professionally with a range of stakeholders.
5. Highly developed interpersonal, influencing and negotiating skills, along with awareness of political sensitivities.
6. The ability to understand and synthesize details and to articulate these in a simple and accessible way.
7. The ability to work autonomously and to deliver on planned objectives.
8. Experience of working in a fast paced environment, including the ability to demonstrate a high degree of flexibility to enable the identification, response to and resolution of any challenges as they arise.
9. Excellent organizing and prioritization skills, and the ability to work flexibly to accommodate a demanding workload.
10. Able to work as part of a team and a commitment to the values of the Poverty Alliance.

11. Innovative and creative approach to problem solving

12. A level of flexibility as the role will require frequent travel outside of the office base in Glasgow.

**Desirable Criteria**

1. Understanding and commitment to participation
2. Advanced higher education qualification
3. Previous experience of managing on research projects.
4. Full driving license