

## **JOB DESCRIPTION**

### **Senior Research and Impact Officer (2 posts)**

BookTrust is the UK's largest children's reading charity. Working with every local authority and across every region in England, Northern Ireland and Wales, and supported by Arts Council funding we reach over 3 million families a year through schools, health visitors, libraries and other partners. This incredible network helps us to get children excited about reading from an early age. We know that children who read are happier, healthier, more creative and do better at school.

This is a brilliant time to join BookTrust's research and impact team. As an organisation we are going through a period of innovation and transformation as we are rolling our new organisational strategy. Our new strategic priorities create exciting opportunities for us to improve our work with children and families in greatest need.

#### **Job purpose**

BookTrust's research and impact team works closely with colleagues across the organisation to develop interventions to get children reading, and to understand the impact of our work. We are an innovative team, committed to delivering and communicating high quality evidence and using this to drive change for families.

Our research team is growing. We are recruiting two Senior Research and Impact Officers (SRIOs) with strong research and evaluation experience. The Senior Research officer roles bring scope for dynamic collaboration across the organisation, for creativity and to apply expertise to a range of opportunities. SRIOs work in cross team project groups to shape, drive and deliver ambitious and challenging workstreams in support of our new strategy. They will be a voice for evidence based decision making within BookTrust, ensuring that we put the voice and needs of children and families at the heart of all our work.

BookTrust conducts much of its co-creation, research, and evaluation work in house, covering a broad range of approaches and themes. Our upcoming research activities include:

- Major national studies with families
- Evaluation of current and new interventions for families through creative approaches with families and partners (schools, local authorities, other charities)
- Beneficiary and partner engagement activities, landscape mapping, and data analysis to inform the design of new interventions
- Longitudinal studies with vulnerable families
- Work to deliver on our ambitious monitoring, evaluation and learning framework

The postholder will report to the Research and Impact Lead. We will provide excellent opportunities for the post holder to further develop their research and impact skills in a supportive, flexible working environment.

Contract type: full time, permanent

Location: Battersea, London (with office based working on two fixed days each week, rest of week choice of office or remote working)

## **Key responsibilities**

- 1. Scope, manage and conduct high quality evaluation and research activities to support BookTrust's mission, values and strategic objectives**
  - Identify and recommend new research and evaluation projects and approaches to support the delivery of our strategic priorities
  - Manage and deliver all stages of research and evaluation projects to inform BookTrust's work, working in collaboration with colleagues from other teams (from design of methods, research tools, data collection through to analysis, reporting and applying lessons)
- 2. Support the communication and application of research across BookTrust and with external audiences**
  - To work with colleagues in the research and impact team to embed an evidence based approach across the organisation, acting as a champion for evidence based decision making within BookTrust and with external audiences
  - Support on the development of improved Theory of Change, monitoring, evaluation and learning processes within BookTrust
  - Produce accessible and engaging research and impact outputs for varied internal and external audiences
- 3. General Duties:**
  - To support on team and organisational development activities, as required
  - To carry out duties in line with research best practice and ethical guidelines
  - To promote BookTrust and its vision and values in all activities; both internally, while carrying out duties, and externally, with stakeholders and the general public
  - To carry out all duties in line with BookTrust policies and procedures and be prepared to undertake additional reasonable duties, as required

## **Person specification**

You will be committed to and excited by the potential for research and insight to inform decision making within BookTrust, ultimately to strengthen our work with children and families.

You will have deep expertise in multiple research methodologies with experience in generating insights on important social issues and applying these to drive change. You have excellent written, verbal and communication visual communication skills. Curious by nature you are an effective and rigorous problem solver with a keen eye for detail. You will be happy to work flexibly in a changing environment, potentially changing focus and approaches in line with evolving organisational priorities.

You are likely to have at least 3 years' experience in a paid insights/research position, ideally with at least 2 years in a setting outside academia. You may have worked in a research role in another charity, in a consultancy, government or public body.

**You will have particular experience in one or both of the following areas:**

- Conducting research/evaluation/engagement work at scale with particularly vulnerable children and families (e.g. children living in persistent poverty, children in care, families with complex needs)
- Data led problem solving: analysis of complex data sets, landscape mapping, triangulating data from multiple sources to define and explore and resolve complex challenges

<b>CRITERIA</b>	<b>E or D*</b>
<b>KNOWLEDGE</b>	
<ul style="list-style-type: none"> <li>• Excellent knowledge of a broad range of research designs and methodologies</li> <li>• Knowledge of challenges facing disadvantaged families</li> <li>• Understanding of the UK charity sector</li> </ul>	<b>E</b> <b>E</b> <b>D</b>
<b>SKILLS</b>	
<ul style="list-style-type: none"> <li>• Excellent research and evaluation skills</li> <li>• Strong analytical skills, including ability to scrutinise and interpret data</li> <li>• Strong story telling skills to communicate research findings and key insights for action across internal and external audiences</li> <li>• Excellent written skills with ability to write clearly and succinctly for a variety of audiences</li> <li>• Excellent research tool development skills</li> <li>• Strong data visualisation skills</li> <li>• Social listening skills</li> </ul>	<b>E</b> <b>E</b> <b>E</b> <b>E</b> <b>E</b> <b>D</b> <b>D</b>
<b>EXPERIENCE (SEE ABOVE)</b>	
<p><b>Deep experience of:</b></p> <ul style="list-style-type: none"> <li>• <b>Conducting research/evaluation/engagement work at scale with particularly vulnerable children and families</b></li> </ul> <p><b>And/or</b></p> <ul style="list-style-type: none"> <li>• <b>Data led problem solving</b></li> </ul>	
<ul style="list-style-type: none"> <li>• Experience of planning and managing research/evaluation projects from inception to completion</li> <li>• Experience in scoping new research (setting objectives, identifying approaches)</li> <li>• Experience of consulting with colleagues and stakeholders on research needs and implications</li> <li>• Experience in leading both qualitative and quantitative data collection and analysis projects</li> <li>• Experience in working with children and / or families</li> <li>• Experience with Theory of Change approaches</li> <li>• Experience of delivering longitudinal studies</li> <li>• Experience of using digital platforms in research</li> <li>• Experience of working on design / innovation projects</li> <li>• Experience in using research to inform fundraising bids / in reporting processes</li> </ul>	<b>E</b> <b>E</b> <b>E</b> <b>E</b> <b>E</b> <b>D</b> <b>D</b> <b>D</b> <b>D</b> <b>D</b>

<b>ATTRIBUTES</b>	
<ul style="list-style-type: none"> <li>• Excellent interpersonal and communicative style</li> <li>• Curious</li> <li>• Creative and innovative</li> <li>• Able to work in a changing environment</li> <li>• Outcome orientation and task focused with strong personal drive</li> <li>• Collaborative</li> <li>• Strong commitment to improving lives of children and families</li> </ul>	<b>E</b> <b>E</b> <b>E</b> <b>E</b> <b>E</b> <b>E</b>
<b>QUALIFICATIONS</b>	
Educated to degree level (2.1 or above) in a relevant field	<b>E</b>
<b>CIRCUMSTANCES.</b>	
This post will require significant UK travel for fieldwork, consultation and events	
<b>*E = essential criteria      D = desirable criteria</b>	

### Terms and conditions

- Salary: £33,000 – £40,000 per annum depending on experience
- 28 days holiday, plus public holidays
- Employee Assistance Programme
- Flexible working scheme
- Pension scheme (7% employer contribution)
- 3 x salary life assurance
- Season ticket loan scheme

Want to join us? Find out more about who we are at:

<https://www.booktrust.org.uk/about-us/work-at-booktrust>

### Our Commitment to Diversity and Inclusivity

We aim to provide an inclusive recruitment process and actively welcome applications from diverse talent pools: BAME candidates, candidates with disabilities and long-term conditions and candidates from underrepresented communities.

We are committed to equality of opportunity and want to ensure we have an accessible application process for all candidates. If you need any reasonable adjustments or would like us to do anything differently during the application process, please contact our HR team on HR@booktrust.org.uk or 020 7801 8855/8856 to discuss your requirements further.

BookTrust is committed to safeguarding and promoting the welfare of children. The recruitment and selection process reflect our commitment to safeguarding therefore, the suitability of all prospective employees will be assessed during the recruitment process in line with this commitment, and pre-employment checks.