

ANNEX A: JOB DESCRIPTION AND PERSON SPECIFICATION –

RESEARCH ANALYST

Salary: £27,000 per annum

Accountable to: The Director of the Runnymede Trust

Main Tasks: This role will involve driving and delivering new research on race and class in London, with a focus on housing and ‘gentrification’. You will be working closely with both the Directors of the Runnymede Trust and CLASS to design hard-hitting research that provides a rich understanding of housing inequalities in selected London neighbourhoods grounded in quantitative research.

You will be comfortable with quantitative research and data interpretation, though you will not need an advanced degree or understanding of statistical methods. You will be familiar with issues of housing in London, and of race and class generally.

You should have demonstrable experience in being able to speak to people in diverse communities to understand and analyse social dynamics. This could be academic experience but could also be through relevant forms of social work as well as community organising.

More generally, you should be able to conduct and assist in primary and secondary research, analyse social policy and prepare briefings and other written material for internal use, as well as some for web and print publication.

This is a challenging role and requires an individual who is well organised, comfortable in different community settings, thoughtful and thrives on learning new skills and working in a busy and dynamic environment.

**Job
Description:**

- 1. Research, Writing and Presentations**
 - Analyse existing evidence(including quantitative) on housing, race and class in London, and write-up of results
 - Undertake research for and assist in preparing background discussion papers briefing papers, policy responses and presentations for meeting
 - Work with the Runnymede and CLASS team to use the research to develop a new narrative on the working class in London
 - Prepare conference and event reports for publication and coordinate their dissemination.

- 2. Networking and Administrative Responsibilities**
 - Liaise with key project partners and relevant agencies, including local community organisations and local authorities
 - Maintain an orderly and accessible filing system for the any project work undertaken
 - Co-ordinate and service advisory groups, including preparation of all papers and taking minutes for any projects undertaken

- 3. Information and Communications**
 - Answer telephone, email and postal enquiries
 - Draft information, events and commentary material for a monthly e-newsletter.
 - Draft content for the Runnymede Trust or other websites and help prepare the material for website display
 - Assist with end-of-project archiving of data and documentation.

- 4. Other Duties**
 - Manage interns recruited to work on related projects
 - Any other duties falling within the scope of the work as required from time to time by the Director.

**Experience/
Knowledge:**

5. Educated to degree level in relevant social sciences, humanities or a comparable professional qualification in social work
6. Proven background in social research and policy analysis using quantitative methods
7. Working effectively with other organisations, ideally with some experience of partnership working
8. Involvement with the production of reports including, for example, conference and seminar reports, policy briefing and response papers and research papers
9. Experience of recording and tracking incoming materials and documents
10. You should be computer literate and highly familiar with Microsoft Word, Excel spreadsheets, the Internet and e-mail systems. Previous experience of working with networked systems and IT troubleshooting will be required
11. Good knowledge and/or lived experience of 'race' and class issues

**Person
Specification:**

12. Strong organisational skills with the capability of handling a diverse workload.
13. Ability to prioritise and work to tight deadlines
14. Methodical approach to information handling
15. Strong communication skills, as the post-holder will be required to liaise with a variety of people including the Director, Trustees, consultants, team members and external bodies

16. Excellent drafting and proof reading skills
17. Meticulous and consistent attention to detail - you will be required to produce accurate, high standard letters, reports and publications
18. High level of self-motivation with the drive to ensure that activities result in successful outcomes
19. The ability to maintain a high level of confidentiality on policy and strategy
20. Flexible approach to work as part of a small, dedicated team
21. Demonstrate a commitment to equal opportunities policies and practices, and the promotion of equalities