

JOB DESCRIPTION AND PERSON SPECIFICATION:

RESEARCH ANALYST

£26,000 (pro rata) 4 days/week

Accountable to:	Dr. Omar Khan (Runnymede)
Located:	Runnymede Trust with one day at the Centre for Labour and Social Studies (CLASS)
Main Tasks:	<p>This role will involve driving and delivering new qualitative research on race and class in London.</p> <p>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 race and class dynamics in selected London neighbourhoods grounded in primary research.</p> <p>You will be engaging with working class communities, running focus groups and holding interviews, writing up and reporting this research to influence policy makers and to build a new narrative on the working class. The postholder 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. It would be also desirable that the candidate is comfortable with social statistics, although the role does not require advanced understanding or use of statistical methods.</p> <p>More generally, the postholder 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.</p> <p>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.</p>
Job Description	<p>1. Research, Writing and Presentations</p> <ul style="list-style-type: none">Analyse and critique existing literature on, narratives about and policy related to class and race in London

	<ul style="list-style-type: none"> • Conduct research using qualitative methods, as necessary, contributing to the research design, fieldwork, analysis and write-up of results • Undertake research for and assist in preparing background discussion papers, briefing papers, policy responses and presentations for meetings • 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 <p>2. Networking and Administrative Responsibilities</p> <ul style="list-style-type: none"> • Liaise with key project partners and relevant agencies, including local community organisations and local authorities • Organise interviews, focus groups as well as project meetings and project related events • 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 where needed <p>3. Information and Communications</p> <ul style="list-style-type: none"> • 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. <p>4. Other Duties</p> <ul style="list-style-type: none"> • 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	<ol style="list-style-type: none"> 1. Educated to degree level in relevant social sciences, humanities or a comparable professional qualification in social work 2. Proven background in social research and analysis using qualitative methods OR demonstrable experience in community organising or social work 3. Working effectively with other organisations, ideally with some experience of partnership working

	<ol style="list-style-type: none"> 4. Involvement with the production of reports including, for example, conference and seminar reports, policy briefing and response papers and research papers 5. Experience of recording and tracking incoming materials and documents 6. The post-holder should be computer literate and highly familiar with Microsoft Word, the Internet and e-mail systems. Previous experience of working with networked systems and IT troubleshooting will be required 7. Good knowledge and/or lived experience of race and class issues
<p>Person specification</p>	<ol style="list-style-type: none"> 1. Strong organisational skills with the capability of handling a diverse workload. 2. Ability to prioritise and work to tight deadlines 3. Methodical approach to information handling 4. 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 5. Excellent drafting and proof reading skills 6. Meticulous and consistent attention to detail - the post-holder will be required to produce accurate, high standard letters, reports and publications 7. High level of self-motivation with the drive to ensure that activities result in successful outcomes 8. The ability to maintain a high level of confidentiality on policy and strategy 9. Flexible approach to work as part of a small, dedicated team 10. Demonstrate a commitment to equal opportunities policies and practices, and the promotion of equalities