
The Education and Employers Taskforce is looking to recruit a Senior Researcher (Deputy Director of Research) to lead and support a range of research-related activities. The contract will be for 12 months with potential for extension.

To apply: please email CV plus covering letter setting out skills and experience relating to the person specification below. Applications should be sent to: jobs@educationandemployers.org by 10 a.m. on Thursday 10th October. Interviews are provisionally arranged for Wednesday 16th October.

About the Education and Employers Taskforce

The Taskforce is a registered charity launched in 2009. Its aim is to ensure that ‘every school and college has an effective partnership with employers to provide its young people with the inspiration, motivation, knowledge, skills and opportunities they need to help them achieve their potential and so to secure the UK’s future prosperity’.

The Taskforce represents a coming together of partners from the public sector, third sector and private sector, all committed to deepening relationships between schools and colleges and employers. The Taskforce is led by senior representatives of the employer/workforce communities (e.g. CBI, TUC, CIPD, FSB, BCC), in tight partnership with leading representative bodies from the worlds of education (the teaching unions: NUT, NASUWT, NAHT, ASCL, ATL, AoC), employment and Government. In addition to managing an ambitious research programme, the Taskforce runs the delivery programme www.inspiringthefuture.org which connects state schools and colleges directly with thousands of employers/employee volunteers to support the learning and progression of young people. For more information, visit: www.educationandemployers.org

Role Profile/Person Specification

Job Title:	Senior Researcher (Deputy Director of Research)
Reports to:	Director of Policy and Research
Location:	2 nd Floor, Weston House, 246 High Holborn, London WC1V 7EX
Position Status:	Team Member – Research Support
Salary range:	£37,000-£45,000 <i>per annum</i>

Additional Terms: 30 days paid holiday, exclusive of Statutory Holidays, volunteering allowance of up to 5 days

Appointment Terms: Initially Full Time for 12 months subject to 3 month review with possibility of extension

The Education and Employers Taskforce has a successful research arm consisting of three staff working with external collaborators. The research team works to deepen understanding of the potential impacts and most effective delivery of employer engagement in education through undertaking original research projects and amplifying well-regarded work in the field. It also undertakes regular external consultancies and works with colleagues to ensure that Taskforce programmes are fully informed by research insights. For more information: www.educationandemployers.org/research. The position available is a key one in a small, busy team and provides exceptional opportunity for engagement in high level research projects, including publication, engaging high profile international audiences, policy making and practitioner audiences in a rapidly developing research field.

Job description

Research project and programme support information

- Reports to the Director for Policy and Research and provides high level support to a wide range of research projects for the Taskforce and its partners, taking responsibility for leading the delivery of individual projects and a prominent role in driving the wider research agenda of the Taskforce
- Undertakes analysis of research findings using qualitative and quantitative research tools, including survey design and administration, structured interviews, focus groups and statistical analysis
- Plays an active role in the design of research projects and their management, identifying funding opportunities and playing a leading role in the completion of funding applications
- Contributes significantly to the delivery and management of external consultancy projects
- Contributes significantly to the writing and review of drafts of written work for publication
- Presents research findings (relating to the wider work of the Taskforce) at external events, including conferences and seminars addressing both academic and policy/practitioner audiences
- Oversees the successful administration of research events (seminars and conferences)
- Oversees, and has responsibility for, the effective organisation of the Taskforce research library
- Oversees, if appropriate, the work of contract support staff (temporary or permanent) and less senior Taskforce staff on a project basis
- Provides occasional, accurate note-taking at key meetings of the Taskforce, with a particular emphasis on research content

- Reviews and updates, on a regular basis, the research section of the Taskforce website

Other

- Acts as a key member of the Taskforce team when representing the Taskforce at events
- Provides other support and assistance to the wider work of the Taskforce as directed

Person Specification

Essential and desired skills and knowledge

A. ESSENTIAL (describe the requirements in the role that must be met by a candidate)

- Very strong analytical, written, and presentational skills with experience of writing for a variety of different audiences, including for publication
- Experience of designing and leading research projects e.g. experimental designs, longitudinal analysis and literature reviews
- Experience of high-level research-based activity with demonstrable proficiency in working with research methodologies
- A knowledge of, and some experience in using, quantitative statistical tools
- Strong general administrative and organisational skills, including some experience of event management
- A strong interest in the education employer research sector
- Ability to manage tasks, priorities and procedures with rigor and accuracy
- Experience of working effectively with a wide range of stakeholders from all levels of an organisation
- Good working knowledge of standard Microsoft Office packages (Word, Outlook, Excel and PowerPoint)

B. DESIRABLE (describe the requirements in the role that would be desirable in a candidate)

- Knowledge of public policy making and delivery – in which an interest in, and understanding of, education policy is highly desirable
- A successful track record of securing funding for research projects
- Advanced capability in use of SPSS or comparable quantitative analysis techniques
- A track record of publication in peer-reviewed academic journals or to an equivalent high standard
- Experience of conference administration
- Experience of working effectively in a small team
- Ability to work with limited supervision

- An ability to develop productive relations with external stakeholders
- Experience in effective use of communications technologies to raise awareness of research findings/activities
- Experience of customer relationship management systems, ideally Salesforce, and website maintenance packages

C. Personal Attributes

- Flexible team player
- Confident and adaptable personal style
- Accuracy and attention to detail

Key Accountabilities

Reports to the Director of Policy and Research

The Director of Policy and Research can be contacted for an informal discussion about the post:
anthony.mann@educationandemployers.org.

September 2013