

## JOB DESCRIPTION

<b>Job Title</b>	Research Officer	<b>Date of JD</b>	April 2026
<b>Location</b>	All contracts are office-based at our Moorgate offices; we currently work a hybrid policy and expect staff to be in the office for a minimum of two days a week.		
<b>Department</b>	Research & Insights		
<b>Reporting to</b>	Research Translation Lead	<b>Salary</b>	£37,756
<b>Managing</b>	N/A		
<b>Benefits</b>	<ul style="list-style-type: none"> <li>• 30 days leave (plus Bank Holidays)</li> <li>• Bupa Health Cover</li> <li>• Matched company pension scheme</li> <li>• Life assurance cover offering 4x death in service benefit.</li> <li>• Training and development opportunities</li> <li>• Learning and Wellbeing Grant</li> <li>• Employee assistance programme</li> <li>• Perks and discount platform</li> </ul>		
<b>About us</b>			
<p>Drinkaware is a leading charity concerned with reducing harm from alcohol. We do this by providing impartial, evidence-based information and advice and practical resources; raising awareness of alcohol harms; and working in partnership with others to deliver change through our tools and interventions. The Trust is funded primarily through voluntary, unrestricted donations from alcohol producers, wholesalers, and on- and off-trade retailers, but acts entirely independently.</p> <p><b>Our Vision:</b> Working together to reduce alcohol harm across the UK</p> <p><b>Our Mission:</b> Using our expertise to give governments, industry, communities and individuals the knowledge and support to make informed decisions about alcohol and how to reduce the harm it can cause. Delivered through:</p> <ul style="list-style-type: none"> <li>• Public-facing campaigns and digital services, information and guidance</li> <li>• Evidence-led advice to governments and industry</li> <li>• Independent research, consumer insight and evaluation</li> </ul> <p><b>Our Values:</b> Solid Reasoning; Clarity with Empathy; Understanding and Connecting; Principled Partnership; Determination and Curiosity</p> <p><a href="https://www.drinkaware.co.uk/">https://www.drinkaware.co.uk/</a></p>			
<b>Purpose of the role</b>			
<p>The Research Officer strengthens Drinkaware’s use evidence and data to reduce alcohol-related harm by supporting the generation, synthesis, and practical application of insight across the organisation. The role acts as a key internal resource, helping colleagues understand and use data, while contributing to the design, delivery, and evaluation of research and impact-focused activity. It</p>			

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supports informed decision-making by producing clear, relevant, and timely evidence for internal and external use.

**Key Responsibilities**

- Conduct evidence reviews of published literature to produce regular evidence briefings for internal use, and for external stakeholders.
- With guidance, carry out secondary analysis of survey data and work towards writing high-quality reports that can be disseminated to both lay and technical audiences.
- Contribute to the review of Drinkaware’s website content from a research standpoint, ensuring that published content is accurate, well-sourced, current, comprehensive and accessible for lay and research audiences.
- Support non-Insights members of the Drinkaware team in respect to their responsibilities relating to impact, evidence and research. Assist in identifying and supporting their research and impact needs.
- Work towards leading research projects by supporting other members of the Insights team in the commissioning, project management and dissemination of research projects and impact evaluations.
- Working with supervision, design and carry out polls, surveys and other primary research and evaluation tasks as required.
- Help identify evidence gaps and apply understanding of qualitative and quantitative methodologies to support the development of recommendations about how to fill them.
- Contribute to embedding awareness of Drinkaware’s theory of change and the measures of Drinkaware’s impact. Contribute evidence to support programme design and evaluation to understand our step-progress towards our impact goals
- Support the development of briefings and slide packs for the CEO and Director of Research, Strategy and Impact for external events and internal Board and Committee meetings.
- Contribute to dissemination activities (e.g., external presentations etc.) that help build Drinkaware’s reputation as a credible and authoritative contributor to understanding alcohol-related harm and its various solutions.
- Update and maintain the research pages of Drinkaware’s website, working with colleagues to ensure maximum user accessibility and SEO.

**Accountable for:**

- Delivering high-quality evidence reviews, analysis, and research outputs to agreed timelines and standards.
- Ensuring the accuracy, integrity, and appropriate use of data and evidence in all outputs and internal support provided to colleagues.
- Maintaining and updating research content on Drinkaware platforms, ensuring it is accurate, accessible, and appropriately referenced.
- Managing own workload and priorities, escalating risks or issues as appropriate.

**PERSON SPECIFICATION**

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**Qualifications and/or experience:**

- Degree (ideally MSc level) or equivalent in a relevant area, including knowledge and application of basic statistical techniques.
- Sound working knowledge of both qualitative and quantitative research principles, methodologies, and best practice.
- Ability to conduct or commission primary research/evaluation.
- Ability to assess and synthesise evidence from different sources and draw key implications for stakeholders.
- Ability to conduct basic statistical analysis of key data sets.

**Essential Criteria / Key Skills**

- Degree (ideally MSc level) or equivalent in a relevant area.
- Working knowledge of conducting data analysis in Excel and SPSS or R.
- Sound, practice-based knowledge of quantitative and qualitative methodology and best practice through the research and impact cycle.
- Strong analytical, critical thinking and synthesis skills: ability to conduct in-house analysis and cull insight from a wide variety of data sources.
- Highly organised with strong administrative skills and excellent attention to detail.
- Excellent writing skills and ability to communicate effectively with different audiences.
- Ability to communicate complex or contradictory findings to both a technical and lay audience.
- Excellent problem-solving skills and ability to work independently.
- Strong commitment to Drinkaware's values and to reducing the risk of alcohol-related harm.

**Desirable Criteria**

- Interest in research and or impact role
- An active interest in behaviour-change theories and their practical applications to support positive changes in systems, cultures and lives.
- Interest in use of Artificial intelligence (AI) in practice.

**Special features of the role**

- Training on the job and off-site will be available to the right candidate.