



Research and Policy Officer

Location: Newcastle upon Tyne/Hybrid

Job Ref No: R78

Full Time (37 hours per week) or Part Time Job Share

Permanent

Job Details

Background information on NEA

National Energy Action (NEA) is the leading national fuel poverty charity.

NEA is the national charity that works to eradicate fuel poverty and campaigns for greater investment in energy efficiency to help those on low incomes or who are vulnerable, to stay affordably warm and well. NEA works in partnership with central and local government, energy and water utilities, housing providers, consumer groups and voluntary organisations, to promote energy efficiency with the aim of bringing social, environmental, housing and employment benefits to communities. NEA currently employs over 170 staff at our national headquarters in Newcastle upon Tyne and in regional offices across England, Wales and Northern Ireland.

NEA achieves its objectives through:

- Developing and managing practical projects which demonstrate innovative ways of tackling fuel poverty and bringing the wider benefits of energy efficiency to communities.
- Undertaking research and analysis into the causes and extent of fuel poverty and the policies which address the problem.
- Providing advice and guidance on good practice in delivering energy efficiency services to households.
- Developing national qualifications and managing their implementation to improve the standards of practical work and the quality of energy advice.
- Campaigning to ensure social and environmental objectives are brought together under national energy efficiency programmes.

NEA is the leading national fuel poverty charity. Please visit our website at www.nea.org.uk to find out more about our work.

NEA's structure

NEA is governed by a Board of Trustees and headed up by its Chief Executive Officer. The Charity comprises five distinct Directorates:

- Policy and Advocacy

- Support Services
- Communities
- Development & Partnerships
- Homes.

Policy and Advocacy Directorate

A part of the Policy and Advocacy Directorate, the Research Team works across the fields of fuel poverty, domestic energy and net zero, and social policy areas of housing and health. It delivers social research and evaluation that examines the causes and consequences of fuel poverty, energy vulnerability and inequality and uses empirical research and evidence-based insights to represent the lived realities of households across the UK and, assess the impact of associated policy and practice interventions.

About the post

The position is based within a small but highly effective social research team managed by NEA's Head of Research.

You will be part of a committed and caring team of professionals who work hard to ensure that the necessary evidence and insights are available to develop solutions that mean everyone can afford to live on a warm and safe home.

The Team is strengthened by working closely with colleagues within NEA and with external partners. This collective breadth of insight ensures that NEA is an expert voice on fuel poverty and one that puts vulnerable households and consumers at the centre of policy and practice, not least in ensuring the transition to net zero is one that is fair and just.

Supported by NEA's Head of Research you will join a highly focussed and dedicated Team delivering a varied work programme that focusses on NEA's strategic priorities to:

- 1) **Tackle the Worst First:** ensuring households in the most need receive adequate support, including decarbonisation of heat as an opportunity to drive forward warm & safe homes.
- 2) **Ensure that Support is Guaranteed:** appropriate advice and support is available via industry, utility and statutory action and that those on the lowest incomes receive protection from distributive policy costs.
- 3) **Achieve a decade of delivery:** focussing on national strategies and targets to address cold-related morbidity & mortality, national and regional enforcement.

As Research and Policy Officer, you will work and collaborate on the design, development and delivery of social research and evaluation projects that support the charity's strategic aims and policy advocacy priorities. As well as undertaking mixed methods social research that foregrounds the lived experience of households, you will develop research-user and stakeholder relationships and integrate evidence-based insights from across the charity's work programmes to influence and have impact across multiple areas of social policy and practice.

Term and Conditions of Employment

Salary: The salary range is **£32,641 - £37,304** (SO1-SO2 Scale, Points 23-28). New appointments will usually begin at the starting point of the scale.

Hours of work: 37 hours per week, Monday to Friday on a flexi-time basis;

alternatively, we will consider part-time hours on a Job Share basis. Applicants must be willing to work away from home as required. In the event of work undertaken on evenings or weekends, and which may involve travel away from the office, time off in lieu of payment is given.

Holidays: 25 days, plus 3 additional days in the Christmas/New year period, plus all public holidays per annum.

Pensions and other benefits: NEA offers a money-purchase, non-contributory pension scheme. 11½% of basic salary will be paid by NEA into the pension. NEA also offers death-in-service cover to state retirement age and enhanced sick pay.

As well as the above, NEA also offers: Flexible Working, Enhanced Family Friendly payments (e.g., Maternity, Paternity and Adoption Entitlements), Eye Test Payments, Bicycle Loans, Employee Assistance Programme., Employee benefits platform.

Office: Newcastle upon Tyne, hybrid working. Post-holders must be resident within the UK and able to prove their right to work in the UK. Post holders must also be willing to travel throughout the UK, including overnight stays as appropriate. **Hybrid/home working is subject to a risk assessment to ensure the working environment is appropriate under health and safety and GDPR requirements.**

Post Status: Permanent position.

Interviews

Interviews will take place in the two weeks commencing 14 October 2024 via Teams. Full details will be provided to candidates invited to interview.

Due to administration costs borne by the charity, we regret that only short-listed candidates will be contacted. If you have not heard from us within 4 weeks of the below closing date, please assume that your application has been unsuccessful.

Application Procedures

Applications should be submitted on an NEA application form. Please quote reference number R78. Use this form to detail why you are interested in the post, your qualifications, experience and any other relevant information. You might find this [guidance](#) useful. **A job description and person specification are provided below.**

For an informal chat about this vacancy please contact Helen Stockton, Head of Research on 07850 775302 or via email at helen.stockton@nea.org.uk. No advertising or recruitment agencies should call this number.

The closing date for applications is **12:00 noon on Friday 04 October 2024.**

How to apply:

- Apply Online by clicking [here](#). If you would like the application form in another format, please email jobs@nea.org.uk.

Please be aware that National Energy Action is not a sponsoring organisation. Therefore, the successful applicant must already possess the right to work in the UK or be able to secure the right to work in the UK independently.

Please note CVs will not be accepted as part of the application process. No agency or advertising enquiries please.

NEA aims to be an equal opportunities employer. We welcome applications from any applicant who has the necessary skills and experience for the post. **Charity Registration No. 290511. Company Registration No: 01853927.**

JOB DESCRIPTION

Post: Research and Policy Officer

Responsible to: Head of Research

Responsibilities

1. Collaborate with research colleagues on the delivery of NEA's social research and evaluation work programmes to support the charity's strategic aims and policy advocacy priorities.
2. Deliver primary and secondary research as directed by the Head of Research, including research fieldwork with citizens, colleagues, NEA's members, practitioners and policy makers, and provide research and sample administration, analysis, data synthesis and reporting.
3. Collaborate on the development and effective use of research insights and statistics in policy development and advocacy.
4. Work with the Team to capture charity-wide outcomes and impacts and provide up-to-date insights to support the Charity's strategic aims and inform practice.
5. Dissemination of the Team's work to appropriate internal and external audiences and research-users, including research reports, briefings, blogs and content for NEA's website and social media.
6. Initiate and develop effective working relationships with NEA's funders, members and partners.
7. Attend and contribute to local and national conferences, seminars and training events as appropriate.
8. Adhere to NEA's Research Ethics and Data Protection Policies, and other internal policies and procedures.
9. Other responsibilities commensurate to the grade may be agreed from time-to-time.
10. Some travel away from the office-base from time-to-time.

PERSON SPECIFICATION

Post: Research and Policy Officer

Candidates should demonstrate in their application how they meet the following requirements and competencies:

Essential	Desirable
Education & experience	
A social science degree or a related discipline with a significant social research methods component.	Post-graduate degree in a relevant subject.
Demonstrable and applied experience in a social research role, including familiarity with: <ul style="list-style-type: none"> • quantitative and qualitative methodological approaches. • systematic reviews. • design of research instruments, incl. questionnaire design and qualitative topic guides/interview schedules. • sampling and sample management. • fieldwork administration. • data validation and analysis. • Interpretation and synthesis of data. 	Use and analysis of secondary statistics, data sets and databases. Experience of using research evidence to shape or inform policy Knowledge of research ethics, data protection and information security.
Communication	
You should be an effective and compelling communicator, with excellent oral, written and visual communication skills. Produce well-structured, concise and articulate reports. Ability to write for and communicate with different audiences.	Experience of research dissemination, including writing articles and bulletins; and attending and participating in workshops and conferences
Digital	
Experience of using: <ul style="list-style-type: none"> • Quantitative analysis software SPSS • Qualitative analysis software Nvivo (or similar) • Microsoft Office/365 applications 	
Interpersonal skills and professionalism	
Excellent interpersonal skills, incl. experience of leading structured and unstructured one-to-one and group interviews with professionalism and empathy. Able to work effectively as part of a team and independently. Highly motivated, organised and able to manage your work commitments and time effectively.	Knowledge and experience of fuel poverty and/or social policy areas concerning domestic energy, housing, health and/or poverty

