

Deputy Director of Research Recruitment Pack

*For an informal discussion, please email
katie@ivar.org.uk*

*For any practical queries, please email
diana@ivar.org.uk*

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We value, welcome and respect all the differences that make us who we are, including: age, cultural background, disability and mental health, ethnicity and race, gender, gender identity and expression, sexual orientation, and social background.

To arrange an informal discussion, please email katie@ivar.org.uk (Director of Research) or, for any practical queries, please email diana@ivar.org.uk

Welcome

Thank you for your interest in working at the Institute for Voluntary Action Research (IVAR). We work with charities, foundations and public agencies to strengthen UK communities through action research.

So, what does this mean? We champion the role and contribution of the voluntary sector. Through our research projects, we build an understanding of what it takes to deliver for communities and causes across the UK. We hear what helps voluntary organisations and what gets in their way. We then work with funders and public agencies to influence practice, build dialogue and put charity voice at the heart of change.

We're looking for a new Deputy Director of Research who will be responsible for supporting the Director of Research to lead a cohesive and productive team of research staff and associates and help to ensure our work has the greatest possible impact – supporting voluntary sector professionals across the UK both directly and through influencing their operating environment.

As Deputy Director of Research, you will be expected to work closely with the Director of Research to support quality assurance, the development of research practice, the maintenance of ethical standards, and the continuous improvement of writing and research communications. You will also support the identification and development of new work and partnerships. These responsibilities lend themselves to someone with deep roots in qualitative research, as well as the work of the voluntary sector (including work with funders); with experience of line management, team supervision and of leading on new work development.

Our project portfolio includes evaluations, primary and desk research, and facilitation. Whatever the approach, everything we do is about helping individuals and organisations achieve change. Most of our work falls into three categories: work with individual organisations; multi-stakeholder programmes, or sector-wide projects. You can read more about this on pages 4-6. As Deputy Director of Research, you will supervise and manage projects, as well as be a team member on projects led by other staff. We are looking for someone who will thrive on this mix and is comfortable working in a small organisation with wide-ranging responsibilities.

Having a team that reflects the diversity of the communities that we serve is really important to us – we would like to encourage people from a range of backgrounds and experiences to apply. If you are motivated by this range of work – we would love to hear from you. Details on how to apply are on page 9.



Katie Turner
Director of Research
Institute for Voluntary Action Research

About IVAR

Our strategy

Our focus over 2020-2025 is to evolve and adapt to maximise our relevance and 'be the best IVAR that we can be'. We are committed to:

- **Maintain the health and wellbeing of the organisation** by ensuring that our people have the support, resources and systems they need to deliver high quality research and communications.
- **Equity, diversity and inclusion.** We are committed to taking direct action, such as supporting new social researchers through an internship and the Jane Hatfield Award, and to continually pushing ourselves through creating opportunities for discussion and bringing in different perspectives. You can read more [here](#).
- **Increase the use of our work by our core audiences – charities, foundations and public agencies.** Sharing learning in a way that is useful and usable. We take an experimental approach – trying new things to continuously learn and develop.
- **Lead a movement of change in UK grant-making.** In February 2021, we called for funders to sign up to eight commitments for [Open and Trusting Grant-making](#) – things like don't waste time, accept risk and enable flexibility.

Our principles

- **Grounded:** Our work starts with a practical problem, challenge or opportunity. We start by helping to pin down what really needs to be addressed.
- **Collaborative:** We believe that those with direct experience of an issue are key to resolving challenges and opening up opportunities.
- **Curious:** We listen and learn with an open mind, and we always want to hear a wide variety of perspectives.
- **Flexible:** We notice when things aren't working and change our approach to meet the needs and circumstances of each partner/client. We listen, and learn with our partners/clients, evolving continuously in response to voluntary sector need.

Our people

We are a team of 10 staff, 9 trustees and a network of associates and advisors, who have worked in and around the voluntary sector as volunteers, staff, leaders, trustees and researchers.

What we do

- **Deliver quality, rigorous action research:** We use collaborative research methods and existing literature to support the voluntary sector to develop practical responses to the challenges and opportunities they face.
- **Act as a sounding board and critical friend:** We listen and offer encouragement and empathy. We know it's not always easy and we'll be frank about challenges – helping partners & clients to navigate their way through by drawing on research insights and our work with communities over the last 24 years.

- **Share useful, usable insights:** No project is standalone – we share learning in a way that is easy for busy people to digest and use.
- **Build the sector:** We work with independent funders and public agencies to inform and support changes in practice that improve the day-to-day experience of voluntary organisations.

Deputy Director of Research

Job description

Main Purpose of Job

To support the Director of Research to lead a cohesive and productive team of research staff and associates, delivering rigorous and high-quality work.

Position in Organisation

- Reports to the Director of Research
- Contributes to senior leadership discussions as appropriate

Role priorities

- Supporting project supervision and quality assurance
- Supporting Director of Research in tender decisions, development and pitching, and the identification and development of new partners/partnerships
- Supervising the identification and development of new methods (in collaboration with Principal Researcher)
- Line management of researchers
- Supporting practice development of team and associates (in collaboration with Director of Research)
- Deputising for Director of Research.

Main responsibilities

Research delivery

- Manages and delivers research projects and learning partnerships, including large-scale, complex or strategically significant projects.
- Supervises research projects, taking lead responsibility for quality and oversight, working closely with the project manager.
- Takes on delivery roles within specific project teams as appropriate.
- Leads on the facilitation of individual activities, e.g. workshops, and processes, e.g. supporting cross-sector partnership and collaboration (see [Connecting Health Communities](#) programme).
- Supports Director of Research with overview of research portfolio.

Research practice

- Supervises the identification and development of new research methods by:
 - Agreeing priorities with Director of Research
 - Working closely with the Principal Researcher to keep abreast of emerging research practice and bring learning back to the research team
 - Supporting internal practice development, through participation in and occasionally running sessions at IVAR staff days and practice development meetings.

- Supports the Director of Research with the operationalisation of team spaces for critical thinking and learning, including for cross-portfolio analysis where appropriate.
- Supports Director of Research to embed equitable and inclusive research practices and develop processes that ensure the team regularly reflects and learns about how to deliver research in a way that respects IVAR's commitment to Equity, Diversity and Inclusion.
- Supports Director of Research to develop the research team to ensure we maintain the skills and experience needed to deliver high quality research.

New work development

- Lead project design and proposals for commissioned work in collaboration with Director of Research and team as appropriate.
- Support Director of Research with the identification, assessment and response to tender opportunities.

Partnership development

- Working with Director of Research to identify and develop new partners and partnerships by:
 - Agreeing priorities with Director of Research
 - Initiating and maintaining relationships with key individuals
 - Attendance at sector networking events and conferences
 - Keeping an overview of emerging partnership needs and opportunities

Managing staff

- Line management of researchers the remit of which is: To support individuals' wellbeing, work planning, troubleshooting and development. NB: IVAR project team structures are the primary route for managing research delivery issues (albeit line managers may help staff to think through their approach to working within the project structure).

Communications

- Work with the Senior Leadership Team to ensure quality of all written outputs.
- Support research staff and associates to contribute to the development and production of communication outputs.
- Champion an integrated approach to research and communications.

Other

- Deputising for Director of Research
- Administratively self-servicing
- Participate in IVAR meetings and events, including reports and presentations to quarterly Board meetings
- To actively engage in opportunities for personal development, e.g. leadership coaching/mentoring/training, and other external support required to carry out the role
- Attend and contribute to regular supervision
- To undertake any other duties in support of IVAR's work as may reasonably be required

- Adhere to, and actively promote, IVAR's code of practice and equal opportunities policy and operate all procedures and practices agreed by the Board
- Be responsible for own health and safety and that of colleagues, in accordance with the Health and Safety at Work Act (1974) and relevant EC directives.

Person specification

Interest

- A commitment to IVAR's mission and ways of working – including a commitment to continuous learning
- An interest in IVAR's research and how it can be used to inform/influence changes to practice.

Experience, skills and attributes

- Experience of working with UK voluntary, community and social enterprise groups and organisations and with funders (including Trusts and Foundations and public funders, e.g. local authorities).
- A strong understanding and direct experience of using qualitative research methodology, ideally including experience of action research, facilitation and evaluation design alongside an understanding of quantitative methods.
- Experience of leading, managing and contributing to all stages of the research process (for example, bid writing; research design; development of new research methods; data analysis and dissemination - writing in an accessible and engaging manner for different audiences).
- Confident to lead a portfolio of varied projects (including client management; budget and capacity management; forward planning).
- Track record of winning work across a range of briefs and clients.
- Experienced in providing quality assurance. For example, supervision of others' project design and delivery, including overseeing collective analysis and the production of high-quality written outputs.
- A confident, experienced and inclusive facilitator, able to lead the facilitation of complex discussions, and with experience of presenting research findings to large groups.
- Experience of line management and of a developmental approach to leadership – able to spot, nurture and direct strengths within a team to achieve organisational aims.
- Good networking skills with the ability to proactively build relationships with new clients, funders and partners.
- A good team player, but also able to work alone, take initiative and manage and prioritise a diverse workload.
- A high level of written skills and ability to turn research findings into accessible and engaging outputs.

If you feel that we are describing you in most of the above, then we'd love to hear from you.

Key Details

Responsible to:	Katie Turner (Director of Research)
Works closely with:	All staff
Location:	Hybrid – we currently work in the office at least one day a week (Thursdays) at The Foundry, 17 Oval Way, London, SE11 5RR
Salary:	£53,000 - £60,000 dependent on experience
Contract:	Permanent
Hours:	0.8 – 1.0fte
Leave:	30 days (pro rata for part time)
Pension:	Workplace Pension scheme operated by the Pensions Trust; employee contribution matched by employer up to 5%
Other benefits:	We are committed to supporting your personal and professional development. This includes providing both internal training and learning sessions and supporting you to attend external training and conferences.

Application process

If you would like an informal conversation about the role, please email Katie Turner, Director of Research (katie@ivar.org.uk) or, for any application queries email Stephanie Rough, our recruitment partner at Ditton HR, stephanirerough@dittonhr.co.uk

Closing date	12 noon on Monday 28th October
In-person interviews (including a task at the start of the interview)	Thursday 14th November (shortlisted candidates will be informed by Friday 8 th November)

Start date: We are hoping the successful candidate would be able to start early on in 2024.

If you cannot make the proposed interview date, please let us know when you apply.

To apply please complete an [online application](#) to our HR recruitment partners, Ditton HR, by the closing date.

Please submit your CV, a cover letter (maximum of two A4 sides) and links to a couple of examples of reports/papers that you have authored. Your cover letter should include;

- Why you are applying
- How you meet the person specification
- Your availability to start
- What in particular you would bring to IVAR.

We value, welcome and respect all the differences that make us who we are, including: age, cultural background, disability and mental health, ethnicity and race, gender, gender identity and expression, sexual orientation, and social background.

Data Protection Note

Any personal data you provide (e.g. addresses, telephone numbers, employment history) will be used for recruitment purposes only, and only shared with individuals involved in the recruitment. Data will be stored securely in accordance with our [Privacy Policy](#). If you have any questions about the processing of your data, then please contact IVAR's Data Protection Lead diana@ivar.org.uk