

Job Description

Job Title	Senior Policy Researcher for Northern Ireland
Location	Based in Belfast (Home working with in person meetings in London on an ad hoc basis.)
Salary	£35,000 - £45,000
Hours	Full Time, permanent (flexibility may be offered for an excellent candidate.)
Reports to	Director of Policy and Research

Main purpose and scope of the role:

Parentkind is a national charity and we work across all four nations of the United Kingdom and the devolved institutions and governments.

The successful candidate would be expected to support our work in Northern Ireland and have demonstrable experience of the political system in Northern Ireland.

In addition to their work in Northern Ireland the successful candidate will support the wider aims of the Policy and Research Department across the UK.

We are the voice of parents in education, we represent 13,000 Parent Teacher Associations (PTAs) and have an ambition to develop an internal parent 'think tank' within the organisation.

This is an exciting role if you have a passion for politics, a background in policy research and interested in education policy and politics.

The role will involve conducting research on education policy and making policy recommendations based on that research. Some research will be time sensitive and involve summarising information and presenting it in an easy to understand way. There will be longer research projects to support the charity to develop policy positions and maintain our position as a strong voice for parents in education.

Alongside the research requirements of the role, you will be expected to support our political and broader stakeholder engagement activity to make sure the work we do is understood and seen by the right people.

You will have experience of working with political stakeholders in Northern Ireland and a strong understanding of the political structures and processes in Northern Ireland, as well as experience in political engagement to promote research and policy recommendations.

If you love politics and want to spend your days writing about education policy this is the role for you. You will represent Parentkind at important events and meetings and have the chance to promote our research and policy recommendations.

Duties and key responsibilities

Policy research and analysis

- To conduct research on education policy in Northern Ireland under the guidance of the Director of Policy and Research.
- To produce summarise large amounts of information and produce briefing material on education policy for external audiences, often at pace.
- To provide political monitoring and advice for the department, to include:
 - debates and questions in the Northern Ireland Assembly
 - future business across in the Northern Ireland Assembly,
 - policy development.
- To provide rapid briefing material for any relevant future business in the Northern Ireland Assembly
- Draft questions (and an understanding of how to structure questions) in the Northern Ireland Assembly
- To support the development of parent surveys to related to our policy work.
- To support the development of policy recommendations and experience of publishing policy related research.

Political engagement

- To organise policy led events, such as roundtable discussions or meetings of politicians across all U.K. legislatures and experience of managing political events.
- To identify political stakeholders relevant to our work in Northern Ireland, including:
 - officials inside government departments,
 - elected representatives,
 - think tanks and other relevant research institutions.
- To maintain a wide range of political contacts and meet with political stakeholders to promote our research and policy work.
- To meet with organisations with an interest in our work and provide effective briefings.
- To attend party conferences and other education led events to represent Parentkind.

Media engagement

- To support the Director of Policy and Research in media engagement, including background research for press releases.
- To summarise our policy and research **ready** for social media platforms.

General Responsibilities

- To ensure Data Protection procedures are followed at all times
- To keep abreast of relevant educational policy and legislation affecting our key audiences
- To be flexible within the broad remit of the post.
- To undertake other duties as reasonably requested by the Chief Executive or Director of Policy and Research.
- To attend and participate in Parentkind's performance, development and training programmes.
- To abide by organisational policies, codes of conduct and practices.
- To be responsible for the health, safety, welfare of self, other members of staff and visitors.

This job description may be amended from time to time and does not form part of the Employment contract.

Person Specification

Job Title: Policy Researcher Northern Ireland

You will be expected to demonstrate the following:

	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Significant experience of working in a policy or political environment in Northern Ireland. • Proven track record of conducting policy research (preferably in education policy) and making policy recommendations. • Experience of (or a good understanding of) Assembly business and processes, including questions. • A background in drafting concise briefing material, summarising large amounts of information with political advice. • Some experience of organising policy led events such as roundtables, panel events and report launches. • Experience of presenting and/or briefing political audiences and acting as a representative of a policy led organisation. 	<ul style="list-style-type: none"> • Experience in a think tank, journalism or working in a research role for a senior political figure. • A range of political and policy relationships. • Good knowledge of education policy.
Skills	<ul style="list-style-type: none"> • A very strong understanding of political processes and structures. • Ability to work at pace and change priorities as the situation demands. • An understanding of APGs. • A good presenter of research and policy recommendations able to represent Parentkind to senior audiences. • A good internal communicator and an understanding of the importance of working in a policy and research team. This is particularly important for a 'home working' role where it is important to communicate well with colleagues. 	

	<ul style="list-style-type: none"> • Strong analytical skills, ability to produce high quality presentations and summarise data. • Understanding of social media and presenting information for social media platforms. 	
Qualifications	<ul style="list-style-type: none"> • Educated to degree level or equivalent (although formal qualifications are less relevant than meeting the criteria above). 	
Other	<ul style="list-style-type: none"> • A passion for politics. • Availability to work occasional evenings and occasional travel to other parts of the U.K. 	