

<b>Post</b>	Policy and Research Trainee
<b>Grade</b>	3
<b>Hours</b>	35 hours per week for 24 months (flexible and secondment considered)
<b>Accountable to</b>	Researcher / Senior Researcher
<b>Date</b>	March 2026

For over a century, The King’s Fund has worked to improve people’s health and care. We tackle the thorniest questions facing our health and care system, and in turn society. We do this through our research, analysis and insight; leadership and organisational development with health and care leaders; convening and events; and partnering with others. With bold thinking for better health, we’re on a mission to inspire hope and confidence that we can create a world where everyone lives a healthy life.

**Our values**

We expect everyone who works for us to be committed to our values and to share our commitment to becoming a more diverse and inclusive organisation. Our values focus on putting people first, challenging the status quo, remaining objective and always being courageous. You can read more about our values in our five-year strategy here: <https://www.kingsfund.org.uk/about-us>

**Job Purpose**

This fixed-term post is a learning role, aimed at increasing the diversity of our workforce (in terms of under-representation of people from an ethnic minority background) and creating career opportunities in health and care policy for a broader range of people. It is for individuals with experience of health and care services, but without policy and research experience, who are interested in improving health and wellbeing through exploring a career in health and care policy and research. As a broad-ranging development role, it will support the post-holder to gain knowledge and experience of various aspects of policy and research within a specialist health and care policy team.

As a trainee you will contribute to research projects and policy analysis, as part of The King’s Fund’s role as a key source of independent analysis on health and social care policy in the UK. You will spend time across the whole range of our activities, including sense-making and responsive work; qualitative research; and communications and influencing.

You will gain skills and experience in planning and delivering policy analysis and qualitative research, creating a range of outputs for different audiences, and writing and presenting research findings in an accessible way. You will contribute to projects across a wide range of issues relating to health and social care policy and practice (see our website for some examples of our recent projects).

By the end of the 2-year trainee programme, you will have had the chance to learn and put into practice key skills for policy analysis and research, giving you a good platform to apply for research and policy roles in many organisations across the health and care sector.

**Main responsibilities**

- Creating and agreeing a development plan with your line manager and actively participating in learning and development to achieve the goals of that plan. This might include attending conferences and seminars and taught courses, observing and practising skills ‘on the job’, participating in mentoring and coaching and keeping a learning journal.
- Learning and developing skills to carry out and support research and policy analysis as part of a project team and contributing to research projects within the Policy Team.

- Under the direction of a project lead, progressively:
  - supporting qualitative research and analysis by developing skills such as conducting interviews and focus groups, reviewing literature, administering surveys and questionnaires, and analysing data.
  - Contributing to core research processes such as project and methods design, project management, patient/public involvement, quality assurance and referencing
  - Learning to use relevant software packages to analyse data and present findings.
  - Working closely with project team members and the communications team to present research findings in a readily accessible way, including online and other media
- Learning and developing skills to support responsive policy outputs, including
  - Supporting horizon scanning and tracking of relevant political and policy developments
  - Supporting the monitoring and rapid analysis of key policy updates internally
  - Supporting the development and updating of published position statements, explainers and other sense-making content
- Attending internal meetings as appropriate

#### **Other**

- Actively contributes to effective communication within the team and with others across the Fund.
- Ensures that the organisation's business and information systems are utilised for the benefit of the team, directorate and Fund.
- Ensures any finances related to the role are in compliance with related policies and procedures.
- Effectively contributes to project/business performance by planning, co-ordinating, delivering, evaluating and communicating as appropriate.
- Actively learns and develops to stay up to date with developments in area of expertise and to meet the changing needs of the job, team and organisation by participating in appraisal and appropriate learning activities including information security and privacy awareness.
- Encourages and supports the development of others, the team and the organisation by engaging in and contributing to the Fund as a learning organisation and to its positive culture.
- Represents the team and Fund in a professional and positive manner with both internal and external stakeholders and in doing so reflects the values of the organisation.
- Undertakes any other duties that may reasonably be required, and are commensurate with the grade of the job, in furtherance of the objectives of the Fund.
- Ensures compliance with The King's Fund's policies, procedures and contract of employment.

## Person specification

You must demonstrate your experiences, skills, abilities and values by giving specific examples for the criteria within the person specification.

	<b>Essential</b>	<b>Desirable</b>	<b>How Tested</b>
<b>Training and qualifications</b>	<ul style="list-style-type: none"> <li>• Demonstrable experience of health or care services and interest in improving health and wellbeing</li> <li>• Has <b>not</b> previously worked in a research or policy role</li> <li>• Has <b>not</b> already participated in a graduate traineeship programme in research or policy</li> </ul>	<ul style="list-style-type: none"> <li>• Educated to degree level or equivalent</li> </ul>	<i>Application</i>
<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>• Demonstrable interest in English health and care policy</li> </ul>	<ul style="list-style-type: none"> <li>• An understanding of key issues in health and care</li> </ul>	<i>Application Interview</i>
<b>Skills and abilities</b>	<ul style="list-style-type: none"> <li>• Able to work collaboratively and sustain effective working relationships with diverse colleagues, partners and clients</li> <li>• Able to organise their own work and time productively, including asking for help as needed and seeking out opportunities.</li> <li>• Analytical mindset: able to engage with extensive or complex information, identifying key issues while still appreciating details, nuance and context</li> <li>• Understands The King's Fund's values and their application to this role</li> <li>• Has an appreciation of the work of the Fund and the contribution of this role</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of communicating in a clear, accessible style</li> </ul>	<i>Interview Skills test</i>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Committed to providing a high standard of work and continuous improvement</li> <li>• Appreciates the value of diversity</li> <li>• Has a proactive approach to addressing challenges.</li> <li>• Committed to continued learning and supporting the learning of others</li> <li>• Willing to accept responsibility and opportunities appropriate for the role</li> <li>• Has a flexible approach to their role and to change</li> </ul>		<i>Interview</i>
<b>Other</b>	<ul style="list-style-type: none"> <li>• From an ethnic minority background</li> </ul>		