

JOB DESCRIPTION

Job Title	Research and Policy Officer
Reporting to:	Head of Engagement and Partnerships
Location	Central London Offices and Hybrid working to be supported. Expectation that your minimum office attendance will be 6 days per month. This is open to amendment in the future.
Hours	5 days a week Flexible and Part-time working arrangements are supported
Salary Band/Grade	Band 2

Job Purpose

The Research and Policy Officer will play a key role in the Ageism and Inequalities team, ensuring our project, communications and influencing work is based on the latest research and insights.

The role is responsible for supporting project delivery and conducting ad-hoc primary and secondary research to inform our project development and communications and influencing work. The Research and Policy Officer will work as part of a multi-disciplinary team to build a robust evidence base for our work on Ageism and Inequalities, ensuring our work can achieve lasting, real-world impact.

Principal duties and responsibilities

Producing research and insights to inform project and policy development

- Conduct reviews of published research and grey literature.
- Research policy and practice and gather local, national and international examples of best practice in addressing ageism and inequalities in ageing.
- Support the delivery and analysis of insights from focus groups, interviews and surveys
- Provide timely evidence and insights to support our communications and influencing activities (e.g. media requests and policy consultation responses).
- Work with colleagues, including the External Affairs Manager, to develop evidence-led policy positions.
- Develop and maintain a log of the latest evidence and research relating to the priority topics and policy areas for the Ageism and Inequalities action area.

Supporting project delivery

- Undertake primary and secondary research and analysis activities as required to support project delivery across the Ageism and Inequalities action area.
- Support on data checking, chart production and other tasks to support our write up and dissemination of research within the action area.
- Support on wider communications where appropriate, including presenting and writing blogs.
- Support the development and delivery of events and workshops in person and online.

- Supporting the involvement of experts by experience in research and project delivery, supporting on communications, processing payment and providing support as required to enable inclusive, meaningful opportunities for involvement.
- Support on the capture, analysis and reporting of impact data.
- Contribute to the development of the wider action area programme, contributing ideas to our support our theory of change, influencing plans and stakeholder management.

Shared Responsibilities

- Comply with CfAB's policies and procedures at all times
- Promote and support open and effective collaboration across CfAB, participating in team meetings, planning sessions and cross organisational initiatives as needed to meet shared organisational goals
- Carry out all duties in a professional manner and in line with our values
- Adhere to relevant data protection laws and regulations, including UK GDPR and the Data Protection Act 2018 ensuring the secure and ethical handling of personal data
- Promote and maintain a safe and healthy working environment in line with CfAB's Health and Safety policies and statutory obligations, taking responsibility for your own health and well being
- Support fundraising and income generation activities as required, whether by contributing to the development of funding bids or by supporting, monitoring, reporting and impact evaluation processes
- Actively contribute to the charity's influence and advocacy work promoting the voice and best interests and rights of older people
- Undertake any other roles or responsibilities that may be reasonably required within the scope of the Band and scale of the role

Person specification

Criteria	Essential	Desirable	How identified & assessed
Knowledge and Skills			
Communication: Strong communication skills - clear, concise and compelling writing for busy audiences – including policy focused messaging	✓		Application
Knowledge: A good understanding of the UK public policy process	✓		Application/ Interview
Communication: Skilled at absorbing complex research and policy information quickly and synthesise it into clear and concise summaries Strong interpersonal skills, an effective team player and the ability to work collaboratively with peers	✓		Application/ Test
Technical skills: Strong quantitative analysis skills, and an ability to understand and interpret survey data	✓		Application/ Test
Knowledge: Understanding of qualitative research methods and approaches	✓		Application/ Interview
Knowledge: Knowledge of research or policy issues related to an ageing population		✓	Application/ Interview
Project co-ordination: Establishing and maintaining project management systems and processes that will support project delivery.	✓		Application/ Interview
Project co-ordination: Managing multiple priorities simultaneously, and working to tight deadlines	✓		Application and interview
Experience			
Experience of conducting desk-based research including literature reviews	✓		Application/ Interview
Experience of qualitative and/or quantitative research[SL1] methods, including focus groups, interviews and surveys	✓		Application/ Interview
Experience of working with experts by experience in the delivery and analysis of research		✓	Application
Experience of working in or with a research or policy team	✓		Application/ Interview
Experience of producing blogs, reports and other written communications	✓		Application/ Interview
Personal qualities			

Commitment to Ageing Better's mission and principles	✓		Application / interview
Collaborative approach and ability to build effective relationships as part of a small team and to the wider team of colleagues	✓		
Ability to work independently and think creatively to solve problems	✓		
Willingness to work flexibly across projects and teams	✓		
Track record of taking initiative and spotting areas where you can do something and add value	✓		Interview
A demonstrable commitment to Equality, Diversity and Inclusion (ED&I), and a willingness to learn about and engage in these issues on an ongoing basis	✓		Application/ Interview