



RESEARCH MANAGER

APPLICANT INFORMATION PACK





WELCOME FROM EMMA REVIE, CHIEF EXECUTIVE

The work of our foodbank network is inspiring but we face significant challenges ahead. Between 1st April 2018 and 31st March 2019, The Trussell Trust's Foodbank Network distributed 1.6 million three-day emergency food supplies to people in crisis, a 19% increase on the previous year. More than half a million of these went to children.

I want to see the end of the need for emergency food services in our country, to work with Government to ensure that our benefits system provides a genuine safety net for people and work is paid a fair wage, allowing individuals and families to thrive rather than just stave off crisis.

Although the recent Budget marked a positive step forward, there is still much more to be done and we will continue to work through the foodbank network to bring further change.

Working for The Trussell Trust means making a difference in people's lives. To continue our vital work, we rely on a team of dedicated people. Come and join one of the fastest growing charities in the UK!

Emma Revie
Chief Executive



WHAT WE DO

Our aim is to end hunger and poverty in the UK. We support a nationwide network of 1,200 food bank centres across the UK.

Together, we provide emergency food and support to people locked in poverty, and campaign for change to end the need for food banks in the UK for good.

In the UK, more than 14 million* people are living in poverty - including 4.5 million children. As a nation, we expect no one should be left hungry or destitute, and we owe it to each other to make sure the right support is in place when we need it most.

It's simply not right that we live in a society where so many people are locked in poverty.

Together, we can end hunger and poverty in the UK.

*14.2 million people in the UK population are in poverty.
The Social Metrics Commission, 2018

OUR VALUES

The Trussell Trust is committed to community built on diversity, tolerance, cooperation, and mutual respect. We want to contribute to society and demonstrate social responsibility.

Our values are important to us, and we practice them in all areas of our work - from the way our food bank centres support people in crisis, to how we interact with our own staff.

We are **passionate** about what we do and the difference it makes. We are **compassionate**, giving selflessly and putting others first. We hold ourselves **accountable**, taking responsibility for our actions and decisions, and their consequences.

We are **innovative**, with the ambition to pursue new, creative ideas. We **empower** and encourage staff, volunteers, and clients to achieve their best in a safe environment.



HOW WE WORK

Our head office is based in Salisbury in Wiltshire, with satellite offices in London and Coventry.

We also have team members based across the UK supporting food banks at a local level.

Our support for the food banks in our network is delivered through six directorates, all of which report into our Chief Executive. These are:

- Operations
- Finance & Corporate Services
- Policy, External Affairs & Research
- Strategy & Impact
- People & Culture
- Fundraising

Whatever your skills or experience, there could be a role for you at the Trussell Trust.

OUR BENEFITS

Our people are the most important thing the Trussell Trust has. Without our staff, we couldn't achieve our goals and create change.

Our staff are passionate about their work and the difference they make to the lives of others. The benefits package we offer supports our staff professionally and personally.

Benefits include **matched pension contributions** of up to 8%, **group income protection**, **payroll giving**, **flexible working**, **season ticket loans**, and **enhanced contractual leave**.

To find out more about the full range of benefits we offer, visit www.trusselltrust.org/about/jobs/employee-benefits.



THE ROLE

Directorate: Policy, External Affairs & Research

Responsible to: Head of Policy, Research & Campaigns/Head of Policy, Public Affairs and Research (maternity cover)

Responsible for: Research Officer

Hours: Full-time (37.5 hours per week)

Salary: £34,000 - £39,500 per annum plus benefits

Based: London



ROLE OUTLINE

The Research Manager manages the Trussell Trust's research programme, providing a robust quantitative and qualitative evidence base on the structural causes of poverty and hunger in the UK. They will ensure there is a coordinated approach to intelligence gathered from the food bank network and beyond to inform policy, public affairs and campaigns activity.

RESPONSIBILITIES

- Help develop and implement the Trussell Trust's strategy to end the need for food banks in the UK
- Manage the Trussell Trust's internal and commissioned research, to ensure timely and high quality outputs
- Working closely with the Policy & Public Affairs Manager and (Senior) Campaigns Manager, identify and develop innovative research opportunities to build an evidence base to inform policy asks that will reduce, prevent and eventually end the need for food banks in the UK and to support movement-building activity with people with lived experience of poverty
- Working closely with the Operations team, advise on and co-design evaluation data collection to ensure food bank activity informs policy development
- Provide knowledge and expertise on mixed methods research and data exploration using national datasets (e.g. household survey data), administrative data and intelligence from the food bank network
- Undertake policy research as required to facilitate the delivery of the research programme
- Working with Creative Services colleagues, lead the design of innovative outputs to disseminate policy research findings
- Support spokespeople's communication of research findings and represent the organisation at speaking engagements, events and relevant networks
- Provide leadership, direction, support and line management for the Research Co-ordinator; this will include regular 1:1s and annual reviews to ensure objectives and targets are met



THE ROLE

RESPONSIBILITIES (CONTINUED)

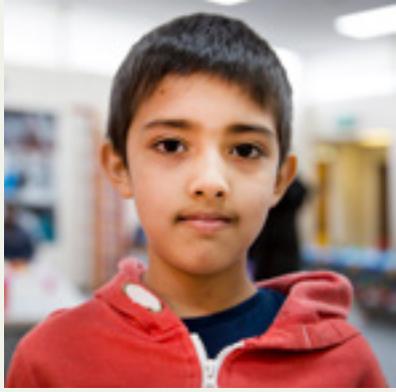
- Develop a culture of innovation, resourcefulness and best practice to make the best use of time and skills in the team
- Promote collaborative working across the team and with other teams across The Trussell Trust

Any other reasonable duties as specified by the line manager to support the work of the Trust.



PERSON SPECIFICATION

Requirement	Measures of success
Social research expertise	Understanding of social research principles, through academic qualifications and/or employment experience.
Research management	<p>Track record of creating and managing research programmes covering a mix of projects, to time and budget.</p> <p>Can give examples of quality assuring data analysis and research outputs.</p> <p>Experience of managing both in-house and commissioned research.</p>
Research methods and analysis	<p>Experience of mixed methods research and analysis, with track record of intermediate use of Excel and SPSS and knowledge of data visualisation.</p> <p>Track record of analysing large datasets relating to UK hunger and poverty (e.g. government administrative data, household survey data).</p>
A track record of developing a strong evidence base to shape policy positions and achieve impact	<p>Experience of developing research projects to shape policy and public affairs activity. Can give examples of delivering research projects that have been used to achieve policy impact.</p> <p>Track record of using a range of research outputs, including creative ways to communicate findings for different audiences and channels.</p>
Management experience	<p>Experience of managing colleagues, with a clear understanding of challenges presented by such a role.</p> <p>Experience of providing strategic input to support senior leadership.</p>
An effective communicator, verbally and in writing. Is diplomatic and has the interpersonal skills needed in the role.	<p>Shows outstanding interpersonal skills; is communicative and approachable, written communication is succinct and convincing.</p> <p>Track record of communicating research findings for different audiences, including policymakers.</p>
Ability to manage multiple projects, identifying conflicting demands and establishing clear priorities in order to meet agreed objectives. Excellent decision-making ability	<p>Has a clear idea of priorities and manages own time appropriately.</p> <p>Delivers key outputs and responds to requests in a timely fashion.</p>
Is able to work through challenges in positive and effective ways	Demonstrates resilience, resourcefulness, flexibility and perseverance.
Clear understanding of the need to maintain confidentiality	Demonstrates personal integrity and commitment to the values of the Trussell Trust.
Passionate about the work of the Trussell Trust and is sympathetic to its values and ethos	<p>Demonstrates empathy for people from disadvantaged, marginalised or socially-excluded backgrounds.</p> <p>Able to represent the Trussell Trust and its values effectively.</p>
Commitment to occasional need to work outside of normal working hours and to travel throughout the UK.	Willing to be available for work related travel.



HOW TO APPLY

If you feel you have the required passion, energy and enthusiasm to help us bring an end to poverty and hunger, then you're on your way to becoming part of something that will make a real difference to people's lives.

To apply for the role please go to www.trusselltrust.org/jobs and click on 'Apply for this job' by the role details. This will take you through to our online Applicant Tracking System (ATS). You need to complete the ATS process in one go so it may help you to prepare the following before you start:

- Current employer
- Position in organisation
- Length of notice
- Give a brief outline of the responsibilities associated with your current role (no more than 150 words)
- Explain your interest in the position and give details of any relevant experience you have (no more than 150 words)
- Then separately upload your CV and a letter outlining why you are just who we are looking for.

If you have questions about this position please call 01722 580 209 or email people@trusselltrust.org.

www.trusselltrust.org/jobs

