



RESEARCH OFFICER

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: Research Manager

Responsible for: No direct reports

Hours: Full-time (37.5 hours per week)

Salary: £28,000 - £33,000 per annum plus benefits

Based: London



ROLE OUTLINE

The Research Officer is responsible for delivering research on the structural causes of poverty and hunger, to inform the development of policy and a strategy to end the need for food banks in the UK.

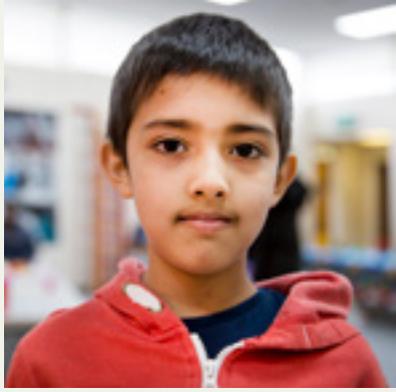
RESPONSIBILITIES

- Help shape the Trussell Trust's research programme and design policy research projects which support policy, public affairs and campaigns priorities, working closely with Policy & Public Affairs, Campaigns, and Operations colleagues
- Deliver mixed method policy research projects to time and budget, with experience in at least basic quantitative analysis using software (e.g. Excel, SPSS)
- Support the coordination of externally commissioned research, including managing project advisory groups and liaising with external researchers
- Identify opportunities for participatory policy research activity to amplify the voice of people with lived experience of poverty
- Analyse data from local food banks' operational activity to inform policy development and broader research projects
- Maintain and build analysis expertise, including statistical analysis of large datasets and mapping or other data visualisation
- Build and maintain relationships with the food bank network and other key stakeholders in the academic, voluntary, public and private sectors to inform and deliver robust policy research
- Disseminate research findings through written reports for a range of audiences, briefings for spokespeople, and presenting at internal and external events to share learning
- Participate in regular 1:1s and annual reviews, contributing to the identification of objectives and targets, and monitoring of progress towards them
- Promote 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 your line manager to support the work of the Trust.



PERSON SPECIFICATION

Requirement	Measures of success
Social research expertise	<p>Understanding of social research principles, through academic qualifications and/or employment experience.</p> <p>Track record of research with key groups (e.g. frontline service providers, policymakers, people with lived experience of poverty).</p>
Research management	<p>Track record of delivering research projects from design to evaluation.</p> <p>Experience of research administration, including managing research budgets and keeping appropriate records.</p> <p>Experience of managing both in-house and commissioned research.</p>
Research methods and analysis	<p>Experience of delivering mixed methods research projects. Understanding of participatory research methods.</p> <p>Track record of at least basic statistical analysis using software (e.g. Excel, SPSS), and qualitative data analysis.</p> <p>Can give examples of using different ways to disseminate research findings.</p>
A track record of developing a strong evidence base to shape policy positions and achieve impact	<p>Experience of using research to shape policy and public affairs activity. Can explain how social research can be used and disseminated to achieve policy impact.</p>
An effective communicator, verbally and in writing. Is diplomatic and has the interpersonal skills needed in the role.	<p>Shows good interpersonal skills; is communicative and approachable; written communication is succinct and convincing.</p> <p>Track record of communicating research findings for different audiences.</p>
<p>Ability to manage multiple projects, identifying conflicting demands and establishing clear priorities in order to meet agreed objectives.</p> <p>Excellent decision-making ability</p>	<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>
<p>Is able to work through challenges in positive and effective ways</p> <p>Clear understanding of the need to maintain confidentiality</p> <p>Passionate about the work of the Trussell Trust and is sympathetic to its values and ethos</p>	<p>Demonstrates resilience, resourcefulness, flexibility and perseverance.</p> <p>Demonstrates personal integrity and commitment to the values of the Trust.</p> <p>Demonstrates empathy for people from disadvantaged, marginalised or socially-excluded backgrounds.</p> <p>Able to represent the Trust and its values effectively.</p>
Commitment to occasional need to work outside of normal working hours and to travel throughout the UK.	<p>Willing to be available for work related travel.</p>



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

