**WBG Research and Policy Officer**

Job Description and Person Specification

**Hours:**  22.5 hours per week worked over a minimum of 3 days.
**Salary:** £25,000 – 28,000 pro rata depending on experience
**Line management**: Reports to the Co-Directors

**To apply please complete and return the application form to** **leonie.taylor@wbg.org.uk** **by 5.30 pm on Monday 2nd October. Please title your email Research and Policy Officer Application**

Interviews will be held on Friday 20th October 2017

**Purpose:**
The UK WBG network of feminist economists, researchers, policy experts and activists works towards a more gender equal society in which women’s financial independence gives them greater autonomy.

As part of a programme of growth we are looking for a dedicated and driven person to join the Women’s Budget Group as a Research and Policy Officer. You will have strong research and writing skills, be highly organised and able to work on your own initiative.

The Research and Policy Officer will work with the Director to develop and undertake research and policy projects in line with WBG’s strategic plan.

The successful candidate will have demonstrable experience in a research role, with experience of conducting high quality primary research. This is an exciting development opportunity for someone with experience of research work to communicate their data findings to a broader policy audience.

***Job Description***

***Key Responsibilities***

*Research and Analysis*

Work with the Co-Directors and Policy Advisory Group members to produce the WBG response to UK government Budget and Financial Statements, including collating analysis, drafting content, formatting, editing and dissemination.

Work with the Co-Directors and Policy Advisory Group to produce briefings, reports and responses to government consultations.

Work with the Co-Directors to develop and undertake research and policy projects to support the delivery of WBG’s strategic plan.

Maintain awareness and knowledge of research literature related to the Women’s Budget Group’s areas of interest.

*Communications*

Communicate research findings through reports, briefings, blogs, newsletter articles and presentations for a variety of audiences.

Write copy for the website including summaries of research reports and briefings.

Work with the Co-Directors and Administrative officer to organise meetings, workshops and events.

Represent WBG at meetings as required by the Co-Directors.

Work with the Co-Directors to build relationships with key stakeholders, including politicians, voluntary organisations, academics and think tanks.

***Ad-hoc Responsibilities***

Undertake own administration including correspondence, filing and photocopying.

Supporting the Director in writing funding applications for research projects.

Represent the Women’s Budget Group at meetings and conferences as requested by the Co-Directors.

Undertaking any other duties falling within the scope of the work.

***Person Specification***

*Research and policy development*

Essential

Experience of working in research and policy development within an applied setting

Knowledge and experience of analysing and summarising quantitative and qualitative research

Understanding of economic theory and policy development

Understanding of women’s equality issues

Desirable

Post graduate degree in a relevant subject area

Experience of data collation and statistical analysis, working with large datasets and data analysis packages

Experience of delivering qualitative research projects using methods such as in-depth interviews and focus groups

Experience of leading on research projects

Experience of combining qualitative and quantitative data

*Organisation Skills*

Essential

Highly organised with good attention to detail.

Ability to work on own initiative

The ability to manage research projects and to prioritise and manage own time in order to achieve objectives and deadlines

Desirable

Experience of designing, delivering and project managing research projects

*Communication Skills*

Essential

Excellent written and oral communication skills for a range of audiences

Strong proofreading and editing skills

High level of computer literacy and familiarity with Microsoft Office packages.

Desirable

Experience of using Mailchimp for mailing and Wordpress for updating websites

Experience of event management e.g. organising seminars, report launches and/or member networks

Understanding of how to use social media to communicate on behalf of an organisation

*Interpersonal Skills*

Essential

Proven ability to work flexibly as part of a small team

Good communicator

Commitment to and desire to promote women’s equality