

## **Commission on a Gender Equal Economy – Project manager/researcher**

### **18 month contract**

#### Job Description and Person Specification

**Hours:** 30 hours per week (can be worked over four or five days)

**Salary:** £37,000 (pro rata)

**Place of work:** WBG offices in London for at least part of the week. Home working is possible for some of the week

**Line management:** Reports to the Director

**To apply please complete and return the application form to [emma.williams@wbg.org.uk](mailto:emma.williams@wbg.org.uk) by 9.00am on Monday 19 November 2018. Please title your email Project manager Application**

Interviews will be held on Wednesday 28 November/ Thursday 29 November

#### **Purpose:**

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

We have secured funding for an eighteen-month Commission to develop policies to promote a gender equal economy. This will build on our work analysing the gender impact of UK economic policy and allow us to develop and promote alternatives.

We are looking for a dedicated and self-motivated person to co-ordinate the work of the Commission and to commission and carry out research to support the project. You will be highly organised and able to work on your own initiative with strong research and writing skills.

The successful candidate will have demonstrable experience in both project management and high quality research. This is an exciting opportunity to help shape a major initiative that will have a long term policy impact.

### ***Job Description***

#### ***Key Responsibilities***

##### **Project management**

Work closely with the WBG Director, Commission Chair and the advisory group to ensure the Commission delivers on its aims and outcomes

Monitor progress of the project and provide reports to the WBG Director and management committee and work with the Director on providing reports to the funder of the project.

With support of the Administrative Officer, co-ordinate the work of the Commission. This will include organising regular meetings of Commissioners, ensuring the production of background briefings and research summaries and organising public evidence sessions and focus group discussions

### Research and Analysis

Collate, review and analyse existing research from the UK and internationally to inform the work of the Commission.

Work with the Commissioners and WBG Director to identify areas where further research is needed and carry out or commission this research.

Work with the Director with the support of the Administrative Officer to produce background briefings to inform Commission discussion.

Work with the Commission and Director to produce interim briefings and reports and the final report of the Commission.

Maintain awareness and knowledge of research literature related to the work of the Commission.

### Communications

Work with the Communications Officer to communicate findings through reports, briefings, blogs, newsletter articles and presentations for a variety of audiences.

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

Work with the Director 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.

Represent the Women's Budget Group at meetings and conferences as requested by the Director.

Participate in WBG team meetings and meetings of the WBG management committee.

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

## ***Person Specification***

### *Organisation Skills*

#### Essential

Experience of designing, delivering and project managing research projects

Highly organised with good attention to detail.

Ability to work on own initiative

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

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

### *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

### *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

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

### *Interpersonal Skills*

#### Essential

Calm and diplomatic in dealing with complex demands and competing priorities

Proven ability to work flexibly as part of a small team

Ability to communicate effectively in person, verbally and in writing with a wide range of individuals to ensure that they contribute to the project

Commitment to and desire to promote women's equality