

WBG Research Assistant

Job Description and Person Specification

Hours: 22.5 hours per week worked over a minimum of 3 days.

One-year contract with possible extension subject to funding.

Salary: £26,000 pro rata (£15,600)

Line management: Reports to the Head of Research and Policy

To apply please complete and return the application form to sara.reis@wbg.org.uk by 9 am on Monday 9 March. Please title your email *Research Assistant Application*.

Interviews will be held on Wednesday 18 March 2020.

Purpose:

The Women's Budget Group (WBG) is an independent network of leading academic researchers, policy experts and campaigners.

Our vision is of a caring economy that promotes gender equality. For over 30 years we have examined economic policy and asked, 'who benefits?'

We produce robust analysis and aim to influence the people making policy. We also work to build the knowledge and confidence of others to talk about feminist economics by offering training and creating accessible resources.

We are seeking a dedicated person to join the Women's Budget Group as a Research Assistant. You will work to support the Head of Research and Policy on a series of research and policy projects and provide administrative support to our Early Career Network and to our gender budgeting across the 4 nations project with our sister organisations, the Scottish Women's Budget Group, Northern Ireland Women's Budget Group and Chwarae Teg.

The Research Assistant:

The successful candidate will have experience in a research role, strong research and writing skills, be highly organised and able to work on their own initiative.

Job Description

Key Responsibilities

Research and Analysis

Support the Head of Research and Policy and WBG colleagues to produce the WBG response to UK government Budget and Financial Statements, including collating analysis, drafting content, formatting, editing and dissemination.

Work with the Head of Research and Policy to produce briefings, reports and responses to government consultations and in the context of other WBG research and policy projects.

Communications

Work with the Communications Officer to support the communication of 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.

Maintain communications with our sister organisations across the 4 nations of the UK.

Administration

Provide administrative support for the organisation of meetings, workshops and events.

Provide administrative support for the WBG Early Career Network.

Support relationships with key stakeholders, including politicians, voluntary organisations, academics and think tanks.

Ad-hoc Responsibilities

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

Undertake own administration including correspondence, filing and photocopying.

Supporting the Director in writing funding applications for research projects.

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.

Understanding of economic theory and policy development.

Understanding of women's equality issues.

Desirable

Postgraduate degree in a relevant subject area.

Experience of combining qualitative and quantitative data.

Organisational Skills

Essential

Highly organised with good attention to detail.

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

Ability to work on own initiative, to prioritise and manage own time in order to achieve objectives and deadlines.

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.

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.