**WBG Research and Policy Officer**

**Job Description and Person Specification**

**Hours:** 37.5 hours per week (or 0.8 FTE). Some out-of-hours working may be required for which TOIL will be given.

**Duration**: One-year contract with possible extension subject to funding.

**Salary:** £31,000 (or £24,800 if 0.8 FTE) plus workplace pension scheme.

**Place of work:** Flexible - mixture of office (Vauxhall, London)/remote working, exact pattern to be agreed with the right candidate. Based in the UK.

**Holidays:** 28 days annual leave plus public holidays.

**Line management**: Reports to the Head of Research and Policy.

**To apply please complete and return the application form to** recruitment@wbg.org.uk **by 9am on Monday 16 May. Please title your email *Research and Policy Officer Application.***

**Please note we can only consider applications from candidates with the right to work in the UK.**

Interviews will be held on Tuesday 24 May 2022 (online)

**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 driven person to join the Women’s Budget Group as a Research and Policy Officer. You will work with the Head of Research and Policy to develop and undertake research and policy projects in line with WBG’s strategic plan.

This role would suit someone with an economics background and/or experience in a research and policy role looking at economic policy. This is an exciting development opportunity for someone with experience of economic analysis work to use their skills to contribute towards a gender-equal economy.

**The Research and Policy Officer:**

The successful candidate will have demonstrable experience in an economic analysis role or in a research and policy role looking at economic inequality. They will have strong research skills (including quantitative skills), good knowledge of economic policy as it relates to inequalities, be a good communicator, highly organised and able to work on own initiative.

***Job Description***

***Key Responsibilities***

*Research and Analysis*

Use detailed knowledge of quantitative and qualitative methodologies to produce policy papers in topics relevant to WBG’s work.

Work with the Head of Research and Policy to develop and undertake research and policy projects to support the delivery of WBG’s strategic plan.

Work with the Head of Research and Policy and Policy Advisory Group members to produce the WBG response to UK government Budget and Financial Statements, including producing distributional analysis of tax and benefit policies, collating analysis and drafting content, formatting and editing.

Support the Communications and Public Affairs team in the dissemination of WBG’s research and policy content.

Maintain awareness and knowledge of research and policy literature related to Women’s Budget Group’s areas of interest, particularly economic policy as it relates to inequality.

*Communications*

Produce high quality reports and presentations that are accessible and meaningful to a variety of audiences.

Work with the Communications and Public Affairs team to support the communication of research findings through research notes, blogs, newsletter articles and presentations for both specialist and lay audiences.

Manage and initiate research meetings and events involving partner organisations and institutions connected with WBG’s areas of expertise, including women’s organisations, economic think tanks, academics and policymakers.

Represent the Women’s Budget Group at meetings and conferences as requested by the management team.

***Person Specification***

***Research Skills***

Essential

Educated to degree level in social sciences and/or demonstrable research experience in economic issues

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

Experience of working in research within an applied setting

Knowledge and experience of analysing and summarising quantitative and qualitative research

Desirable

Familiarity with key datasets related to living standards and women’s (economic) inequality

Experience of leading on research projects

Experience of combining qualitative and quantitative data

Degree in economics

***Organisational 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 and the ability to write reports for a policy audience

Ability to communicate effectively in writing and in person with a range of different audiences

Experience of liaising with a wide range of stakeholders in the context of a research and policy project

Strong proofreading and editing skills

High level of computer literacy and familiarity with Microsoft Office packages

Desirable

Understanding and experience 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