**Electoral Reform Society**

**Research Officer**

**JOB DESCRIPTION**

**Job title: Research Officer**

**Reporting to:** Director of Policy and Research

**Responsible for:** Student placements as necessary

**Location:** Central London

**Job purpose:** Help to maintain and grow ERS as an influential expert on elections and related topics by conducting and high-quality research and analysis, often within a short timeframe, to support the development of policy and arguments for voting and other democratic reforms

**Main duties and responsibilities:**

**RESEARCH**

**Duties including:**

* Produce high quality pieces of research to support the Society’s goals, including data analysis, election modelling and electoral system research and a range of quantitative and qualitative research on wider reform issues to support our campaigns
* Manage delivery of the Society’s research outputs and ensure accuracy, clarity and consistency
* With the Director of Policy and Research, play a key role in shaping the Society’s research strategy and programme, ensuring that it has clearly identified goals, audiences and impact
* Regularly write, edit, comment and produce easy digests of research for blog posts, articles and occasional papers/briefings/reports
* Regularly analyse and interpret externally produced research
* Support specialist information needs of key staff (for presentations, media briefings etc)
* Build relationships with key players to include academics, think-tanks, polling companies and other organisations in support of our campaigns
* Contribute to and support development of the ERS website, particularly its research and information sections

**OPERATIONAL DELIVERY**

**Duties including:**

* Assist with preparing management reports on research work
* Ensure that staff are kept up to date with new information and key publications from research bodies;
* Organise or assist with the organisation of relevant ERS events such as seminars or events to promote research reports
* Assist with fundraising by assisting with funding bidsidentifying partners and managing research grants
* Contribute to the ERS contacts database and help keep it up-to-date
* Provide support with administrative tasks such as data entry, briefings, mailings and preparing materials in support of the Society’s campaigns

**ORGANISATIONAL ROLE**

**Duties including:**

* Contribute to the intellectual capital and development of the ERS via team meetings, blogs, staff meetings and planning/away days and by supporting colleagues as required
* Support colleagues in London, Edinburgh and Cardiff with research related activities
* Undertake administrative and ‘back office’ tasks as required, including supporting events, operations and media
* Support and comply with the Society’s Equality and Diversity Policy
* Undertake other related duties as required that your manager reasonably considers would assist the Society in meeting its objectives

**PERSON SPECIFICATION** The successful applicant should be able to demonstrate their abilities or track record in all essential criteria.

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|  | **Essential** | **Desirable** |
| Experience | Substantial experience of designing and undertaking quantitative and qualitative research  Experience of statistical analysis and familiarity with statistical analysis software such as SPSS or R  Experience of political and social policy research, using a range of research methods  Experience of writing reports, articles, papers, blog posts  Experience of research management | Research degree at Masters level or other similar qualifications |
| Knowledge | Knowledge of the main issues involved in the case for electoral reform  Knowledge of the principles of research methodology in political science  Understanding of the issues on which the ERS campaigns  In depth knowledge of British democracy and politics    Understanding and commitment to equal opportunities and diversity | Knowledge of political institutions and comparative politics |
| Skills | Exceptional attention to detail and accuracy in analysing data and writing up research  Excellent written and verbal communications skills with an ability to translate complex research for a lay audience  Ability to write strong copy with clarity, accuracy and style  Sound mathematical skills and familiarity with Excel and SPSS or R for calculation and presentation of results  Ability to project manage complex influencing activities, alone or with colleagues, and to manage a complex workload, set priorities and meet tight deadlines  Ability to plan and prioritise workloads and respond well to changing circumstances  Good team working skills, including understanding the role and demands of working with others in a small team and a flexible approach to collaborative working |  |

**Outline terms of employment**

**Hours:**            35 hours per week, with occasional weekend and evening work

**Holidays:**        25 days plus statutory days (rising to 30 days after 5 years: see below)

**Pension:**         7% employer contribution

**Salary:**            £32,594 – £39,647 (includes London weighting)

**Contract:**        Permanent

The ERS operates a flexible working policy, with core office hours between 10.00-12.00 and 14.00-16.00. Time off in lieu (TOIL) may be taken by arrangement. There is also the possibility of occasional home-working by arrangement. Some weekend and evening work may be necessary, for example during elections or campaigns activity peaks.

Staff are entitled to 25 days paid leave in addition to statutory holidays in their first year of service, with an additional day of paid leave in each subsequent year, until they reach 30 days leave. Other benefits include a TFL season ticket loan and child care vouchers.

This post is based at the Society’s head office which is currently located at The News Building, 3 London Bridge Street, London, SE1 9SG. However we plan to move to new office premises which will also be centrally located in the near future.

**Electoral Reform Society**

**APPLICATION FOR THE POST OF**

**Research Officer**

Please complete this form and submit by email to: [stuart.thomas@electoral-reform.org.uk](mailto:stuart.thomas@electoral-reform.org.uk)

The closing date for the receipt of applications is Wednesday 7th March at 12Noon

**Please note that initial interviews take place week commencing 12th March 2017 in London.**

**PERSONAL DETAILS**

Surname:

First names:

Address:

Email:

**Telephone number:**

Daytime: Evening:

**Education and qualifications** (please continue on separate sheet if necessary)

The first page of this application form will be detached from the rest of the form upon receipt so as to ensure that there is no possibility of any discrimination on grounds of name, gender or location of any applicant when selecting those to be interviewed. This page will be re-attached to the rest of the application form *only* after the selection for interview has taken place.

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| **Dates** | **Establishment** | **Courses** | **Qualifications** |
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**Additional training**: details of any short courses which you believe are relevant to your application:

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**Work experience**

Please give details of your work experience, including part-time and voluntary work, starting from your most recent employment. (Please continue on separate sheet if necessary.)

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| **Dates (to/from)** | **Employer**  **and nature of business** | **Position held and responsibilities** |
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Do you require a work permit? Yes / No (delete as appropriate)

**Why do you want this job?**

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| Please tell us below why you want this particular job and why you believe you have the skills and experience to do it. You may use a continuation sheet if necessary, but you should not use more than 400 words. |

**Other experience**

|  |
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| Please give details of any other experience and interests which might be relevant to your application: |

**Where did you hear of this vacancy?**

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**Referees**

Please give names of two referees who know you and can assess your abilities and work:

|  |
| --- |
| Name:  Position:  Address:  Email address:  Telephone no.:  Capacity in which the referee has known you: |

|  |
| --- |
| Name:  Position:  Address:  Email address:  Telephone no.:  Capacity in which the referee has known you: |

Referees will not be contacted without your agreement.

**ELECTORAL REFORM SOCIETY**

**EQUAL OPPORTUNITIES MONITORING FORM**

The Electoral Reform Society believes in equal opportunities.

We want to make sure that we are an equal opportunities employer in practice, which is why we want to monitor our recruitment procedures. We will separate this part of the form from the application form. It will not form part of the selection process.

Please tick the appropriate boxes:

**Gender**

Male  Female  Prefer not to say   
  
If you are undergoing the process of gender reassignment, please tick the box that applies to your future gender.

**What age group do you belong to?**

18-24  25-34  35-44  45-54  Over 55  Prefer not to say

**How would you describe your sexuality?**

Heterosexual/straight  Gay man  Gay woman/lesbian  Bisexual

Prefer not to say

**Do you consider that you have a disability?**

Yes  No  Prefer not to say

**Do you have a disability as defined by the Disability Discrimination Act?**

Yes  No  I don't know  Prefer not to say

**Do you consider that you have a long-term health problem?**

Yes  No  Prefer not to say

**How would you describe your religion or belief?**

My religion or belief is:

I have no religion or belief  Prefer not to say

**How would you describe your nationality?**

British  English  Scottish  Welsh  Irish

Other (please describe):

**How would you describe your ethnic origin?**

White/Mixed  White  White and Black Caribbean

White and Black African  White and Asian

Any other Mixed background (please describe):

Asian  Indian  Pakistani  Bangladeshi

Any other Asian background (please describe):

Black  Caribbean  African

Any other Black background (please describe):

Chinese  Chinese

Any other ethnic group/background, please describe:

Prefer not to say

**Thank you for completing this form. Please return it with your application form.**