



the
**POVERTY
ALLIANCE**

WORKING TOGETHER TO COMBAT POVERTY

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Post	Research Officer (Taking Action on Rural Poverty)
Salary	£33,409 per annum pro-rata + 6% pension contribution (pro rata)
Duration	3 year fixed term
Hours	17.5 per week
Location	Flexible as to location including home-based; office accommodation in Glasgow; and open to other locations in Scotland. Travel is expected where required to meet project delivery.
Line Manager	Research and Information Manager

JOB PURPOSE

To deliver a programme of research and learning activities with people with experience of poverty and partner organisations in rural Scotland as part of the Poverty Alliance's Taking Action on Rural Poverty project. This will include supporting the development and use of relevant evidence by project participants in pursuit of project's aim of reducing the rural poverty premium. In addition, the role will support learning and evidence gathering throughout the project using a range of qualitative methods, and the production of research briefings and reports based on the evidence gathered.

JOB BACKGROUND

The Poverty Alliance is the national anti-poverty network in Scotland, with membership including representatives from the community and voluntary sectors, trade unions, faith groups, statutory bodies and others across civil society. Our members, the Scottish Government, local authorities and charitable trusts financially support us to carry out our work.

Established in 1992, the Poverty Alliance has a long track record in working with individuals and communities to take action to address poverty. We have sought

to put participation, of both individuals experiencing poverty and organisations in our network, at the heart of our program and project work.

To help take forward this approach we will be delivering a new project Taking Action on Rural Poverty to develop solutions to the rural poverty premium, better connect groups and organisations operating in rural parts of Scotland, develop more effective participation structures which are informed by the needs and aspirations of people living in poverty. The project will look to share practice learning and policy lessons through the learning partnership group of national stakeholders.

The post holder will have experience in delivering qualitative and participatory research projects. The post requires an experienced researcher who is capable of working independently and who has a track record of delivering applied social research with high quality research outputs. Experience of working alongside people with experience of poverty in action research projects would be an advantage. You must have a strong understanding of current poverty research issues, and a good understanding of current relevant policy context, including a working knowledge of relevant issues in rural Scotland.

The role will suit an individual who has a background in social or economic research as well as clear commitment to social justice and conducting research that can help address poverty. The post-holder is required to hold membership of the PVG Scheme.

JOB DESCRIPTION

1. Supporting the delivery of research activities as part of the Taking Action on Rural Poverty project, including:

- 1.1. Supporting to the collection of evidence drawn from the project activities
- 1.2. Providing high quality research and evidence to support project participants.
- 1.3. Delivering the analysis and writing up evidence

2. Leading on learning, monitoring and evaluation

- 2.1 Supporting the delivery of the learning partners group
- 2.2 Supporting the development and implementation of evaluation framework for the project.

3. Detailed responsibilities:

- 1. Supporting the delivery of research activities:**

3.1 Supporting to the collection of evidence drawn from the project activities
Developing and designing questionnaires, surveys, topic guides, as necessary.

- Organising and conducting interviews, focus groups and other qualitative fieldwork with organisations and individuals;
- Analysing qualitative data using Dedoose and/or similar packages;
- Managing sensitive and confidential data generated through the project.

3.2 Providing high quality research and evidence to support project participants.

- Carrying out desktop research, literature reviews, etc related to rural poverty.
- Developing research inputs for project participants as demand requires.

3.3 Delivering the analysis and writing up evidence:

- Producing written reports, briefings, presentations based on research evidence.
- Providing evidence for policy inputs as required
To assist in the dissemination of research findings with relevant local and national partners.

2. Leading on learning, monitoring and evaluation

2.1 Supporting the delivery of the learning partners group:

- To develop term of reference and other supporting information for the learning partners group
- Supporting stakeholder engagement, in the national learning group
- Identifying exchange opportunities for the learning partners group with other relevant organisations and individuals
- To contribute to upholding ethical standards in the conduct of research.

2.2 Supporting the development and implementation of evaluation framework for the project:

- To contribute to the design of the evaluation framework for the project.

- To ensure that relevant evaluation information is consistently gathered as part of the project activity.
- To contribute to progress reports and key updates to funders.

General

- To ensure compliance with the Poverty Alliance governance procedures, our values, policies and guidelines.
- Contribute to a positive working environment in which equality and diversity are valued and staff are enabled to do their best.
- To carry out other tasks and duties as required by the Research and Information Manager

PERSON SPECIFICATION

Essential Experience

- Experience of qualitative research methods and techniques.
- Experience of evaluation approaches and monitoring change.
- Experience of working alongside people with experience of poverty.
- Experience of facilitating small groups in research and other contexts.
- The ability to understand and synthesize details and to articulate these in a simple and accessible way.
- Experience of working autonomously.
- The post-holder is required to hold membership of the PVG Scheme

Essential Knowledge, skills and attributes

- In depth knowledge of the theory and practice of qualitative research.
- Understanding of the range and diversity of Scottish civil society, in particular of rural Scotland.
- Good understanding of relevant anti-poverty and social justice policy and research in Scotland.
- Excellent written and verbal communication skills, with the ability to communicate effectively in a wide range of media and audiences.
- Good analytical problem-solving skills.
- Demonstrable commitment to collaborative teamwork.

- Ability to work as part of a team and a commitment to the values of the Poverty Alliance.
- Excellent organizing and prioritization skills, and the ability to work flexibly to accommodate a demanding workload
- Demonstrable commitment to inclusive working, ensuring equality and valuing diversity.
- Excellent interpersonal skills, and able to influence/persuade a wide range of stakeholders.
- IT skills, in particular MS Teams, SharePoint, Zoom.

Desirable Criteria

- Advanced higher education qualification
- Understanding of safeguarding policy and practice
- Previous experience of managing research projects.