

<b>Job Title</b>	Researcher and Co-ordinator – Education and Skills Policy
<b>Location</b>	Southwark, London
<b>Salary</b>	£21,072 to 25,043 (dependent on experience)
<b>Hours</b>	Full-time
<b>Contract type</b>	Permanent with a 3-month probationary period
<b>Job overview</b>	<p>The researcher and coordinator will primarily be responsible for delivering the Skills Commission’s research programme and ensuring the Commission’s work has policy impact at Westminster and in the wider FE and skills sector. The successful candidate will also work with the team to support projects and events for the HE Commission and All-Party Parliamentary Group for Skills and Employment.</p> <p>Key aspects of the role:</p> <ul style="list-style-type: none"> <li>• Developing and conducting collaborative research inquiries</li> <li>• Engaging a wide range of stakeholders in the Commission’s research</li> <li>• Policy development, report writing and presenting research results</li> <li>• Campaign work and event organising</li> </ul>
<b>About the Skills Commission</b>	<p>The <a href="#">Skills Commission</a> is an independent body comprising of leading figures from across the education sector that meets to discuss important issues in skills, training and further education policy. Co-chaired by Barry Sheerman MP and Jacqui Henderson CBE, the Commission carries out research and makes recommendations for skills policy reform.</p> <p>The Commission’s recent research has focused on <a href="#">gender and engineering</a>; <a href="#">apprenticeships and social mobility</a>; and the <a href="#">skills needs related to longer working lives</a>. Our research has fed into parliamentary questions, debates and Select Committee hearings and recommendations have been taken-up by Government and stakeholders across the FE sector.</p>
<b>About us</b>	<p>Policy Connect is a cross-party think tank. We improve people’s lives by influencing public policy.</p> <p>We collaborate with Government, Parliament and across the public, private and third sectors to develop our policy ideas from research, facts, data and consensus. Our work focuses on key policy areas including: health, education &amp; skills; industry, technology &amp; innovation, and sustainability. We shape policy in Westminster through meetings, events, research and impact work. Most of our events are held in Parliament.</p> <p>Our team is accountable, friendly, knowledgeable and trustworthy. We are a non-profit social enterprise and London Living Wage-accredited.</p>
<b>Working for us</b>	<p>Policy Connect offers an open, vibrant work environment close to the heart of UK politics. In a team of 25 staff, you will experience the buzz of working in Westminster and the passion of working to make a change to people’s lives for the better.</p> <p>As researcher in our Education and Skills team you will have great influence shaping the policy field and work across Policy Connect in developing the direction of the role.</p> <p>Benefits include:</p> <ul style="list-style-type: none"> <li>• Policy Connect contributes 5% to the employee pension scheme</li> <li>• Inclusion in the formal Policy Connect learning and development programme</li> <li>• Flexible working</li> </ul>

### How to apply

Please read the job description and candidate specification below, and send **your CV of no more than two A4 pages**, a **covering letter of no more than one A4 page** and a completed equal opportunities monitoring form to [careers@policyconnect.org.uk](mailto:careers@policyconnect.org.uk). Please include “**Researcher – Education and Skills**” in the application email subject line.

Please ensure that your covering letter refers specifically to how your experience relates to the main duties and person specifications required for this role.

Applications for this job are sought from anyone who is suitably qualified and experienced for the role and we are particularly welcoming applications from women for this role.

We are an equal opportunities employer and therefore carry out blind recruitment. **Please send your documents as a word file if possible and include a second copy of your cover letter and CV with your name erased. Failure to do this will be noted during the shortlisting process.**

Please contact Simon Kelleher on 0207 202 8575 (or the Careers email address) if you have any questions regarding the role or Policy Connect.

**Closing date:** 17<sup>th</sup> September 2018, 9am  
**Likely interview date:** 26<sup>th</sup> or 27<sup>th</sup> September 2018

**We encourage early applications as we are recruiting into a vacant post and exceptional candidates may be invited to interview early allowing the position to be filled before the application window has closed.**

<p><b>The role</b></p>	<p>This is an exciting position to shape public policy in Parliament and government, and offers an opportunity to develop your research and stakeholder engagement skills.</p> <p>You will be responsible for delivering the research programme of the Skills Commission, working primarily on a research project into the impact of recent reforms on the skills ecosystem in England. Evidence will be gathered from across the country, and the report will ultimately seek to identify the key features a skills ecosystem needs to deliver on the Government’s skills agenda, and wider ambitions around inclusion, economic development and the Industrial Strategy.</p> <p>Managing relationships with stakeholders such as the Learning and Work Institute and the Further Education Trust for Leadership, will be a key part of this role, alongside supporting the team deliver on their wider agenda.</p> <p>You will interact regularly with Parliamentarians and key stakeholders across the skills sector. You will be required to keep abreast of political and policy developments, manage research inquiries and produce policy reports with supporting briefings, media pieces and evidence submissions to parliamentary and government consultations. Organising occasional launch events and presenting research findings will also form part of the role.</p> <p>Your role comes with autonomy to develop new ideas and areas for policy development. You will also work across Policy Connect on cross-cutting themes in support of our work on the Government’s Industrial Strategy.</p>
<p><b>Main duties</b></p>	<p><b>Research, achieving impact and events</b></p> <ul style="list-style-type: none"> <li>• Develop an in-depth knowledge of the FE and HE sectors, skills system, and policy landscape around social mobility, productivity and the labour market.</li> <li>• Lead the development and the delivery of research inquiries by organising evidence sessions, conducting interviews, and undertaking</li> </ul>

	<p>desk based research</p> <ul style="list-style-type: none"> <li>• Draft policy reports and develop recommendations in collaboration with key stakeholders for government, the skills sector and industry</li> <li>• Dissemination and impact development of policy work.</li> <li>• Event organising and public speaking at events to present research results.</li> </ul> <p><b>Communications and network building</b></p> <ul style="list-style-type: none"> <li>• Maintain an active and engaged membership and proactively source new members, maintaining rapport with key contacts within member organisations.</li> <li>• Maintain close, regular contact with all key stakeholders, including parliamentarians, Commissioners and project sponsors.</li> <li>• Key outputs/channels you will be responsible for include: <ul style="list-style-type: none"> <li>○ Research publications and briefings</li> <li>○ Website</li> <li>○ E-bulletins</li> <li>○ Member and Parliamentary policy briefings and event summaries</li> <li>○ Social media</li> <li>○ Press strategies and impact comms</li> </ul> </li> </ul> <p><b>Business development and finance</b></p> <ul style="list-style-type: none"> <li>• Assist with the sourcing of new funding for research projects, parliamentary inquiries and events.</li> <li>• Contribute to the development of annual budgets and business plans for the team in conjunction with the Chief Executive and Chief Operating Officer.</li> <li>• Ensure that projects are managed to time and budget/surplus.</li> </ul> <p><b>General</b></p> <ul style="list-style-type: none"> <li>• Work flexibly with colleagues across Policy Connect as needed.</li> </ul>
<p><b>Person requirements</b></p>	<p><b>Essential</b></p> <p><u>Knowledge and qualifications</u></p> <ul style="list-style-type: none"> <li>• Educated to degree level, or equivalent, or substantial work experience at a level demonstrating ability.</li> <li>• Working knowledge of and enthusiasm for education, social mobility, skills related issues or devolution policy.</li> <li>• An interest/knowledge in parliamentary processes and policy-making.</li> </ul> <p><u>Skills and abilities</u></p> <ul style="list-style-type: none"> <li>• Proven ability to develop and foster close working relationships with senior stakeholders.</li> <li>• Communication and interpersonal skills, with an ability to identify, build and maintain effective working relationships with business, policy makers and other external stakeholders.</li> <li>• A critical and applied understanding of research design and research methodologies</li> <li>• Ability to synthesise complex ideas, craft arguments and produce clearly structured summaries of complicated subjects</li> <li>• Excellent written and oral communication skills.</li> </ul> <p><u>Personal qualities</u></p> <ul style="list-style-type: none"> <li>• Flexible and adaptable to new and changing contexts (such as political change).</li> <li>• A commitment to the aims, purpose and vision of the organisation.</li> </ul>

	<ul style="list-style-type: none"><li>• Accountable, friendly, knowledgeable and trustworthy.</li></ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"><li>• Experience in delivering presentations and experience in public speaking.</li><li>• Experience in a research, public affairs, events management or policy-making environment.</li><li>• Previous employment related to the education or skills sector.</li></ul>
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