

Job Title	Senior Researcher – Education and Skills
Reporting to	Head of Education and Skills
Location	Borough, London
Salary	£24,990 to £30,090 (dependent on experience)
Hours	Full-time
Contract type	Permanent with a 3-month probationary period
Industries you will work with	<ul style="list-style-type: none"> • Parliament and politicians • Higher education institutions • Sector bodies, employers, think tanks and academics • Public affairs/media • Civil Service • Third sector
Job focus	<p>The Senior Researcher will primarily be responsible for delivering the Higher Education Commission’s research. The researcher will also work with the Head of Education and Skills on stakeholder engagement and to ensure that the Commission’s work has policy impact at Westminster and in the wider HE sector.</p> <p>Key aspects of the role:</p> <ul style="list-style-type: none"> ○ Conducting research interviews, roundtables and secondary analysis. ○ Report writing, overseeing report design, devising and implementing communications and impact plans. ○ Working with high profile figures from the sector. ○ Stakeholder management of Commission members and funders in relation to the inquiry. ○ Engaging Ministers and Whitehall officials.
About Policy Connect	<p>Our Mission Leading the development of new policy ideas through evidence and collaboration.</p> <p>Who we are We are a membership-based, not-for-profit, cross-party think tank. We bring together parliamentarians and government in collaboration with academia, business and civil society to inform, influence and improve UK public policy through debate, research and innovative thinking, so as to improve peoples’ lives.</p> <p>We lead and manage an extensive network of parliamentary groups, research commissions, forums and campaigns. We are a London living wage employer and a Member of Social Enterprise UK, and have been operating since 1995.</p>
About the Education and Skills team	<p>The Education and Skills team at Policy Connect works to improve the policy making process through delivering collaborative research projects, impact campaigns, and thought leadership and sector networking events in Parliament and beyond. Our work encompasses the research of the Skills and Higher Education Commissions and the Programme of the All-Party Parliamentary Group for Skills and Employment.</p> <p>Policy Connect’s HE Commission is made up of leading figures from across the political, education, business and third sectors. The Commission undertakes research inquiries, makes recommendations for policy reform, and works to ensure these have impact.</p> <p>The HE Commission’s recent research publications have focused on degree apprenticeships and international students. The findings from these projects have led</p>

	<p>to briefings with ministers and DfE officials, Parliamentary questions and debates, citations in government and sector reports - influencing change for better public policy.</p> <p>For the next three years we are working towards our vision of creating a more inclusive, adaptive and joined up tertiary system which reduces skills gaps and mitigates intersectional inequalities. Our new research inquiry into the experience of disabled students in higher education will be a key component in working towards our vision.</p>
Benefits of working for us	<p>Policy Connect offers an open, vibrant work environment close to the heart of UK politics. In a close-knit team of 25 staff, you will experience the buzz of working in Westminster and the passion of working to make changes to better people's lives.</p> <p>You will be able to have great degree of influence on the shape of your work and the opportunity to make an impact in your policy field.</p>

How to apply

Please read the job description and candidate specification below, and send **your CV of no more than 2 A4 pages**, a **covering letter of no more than one A4 page**, and a completed equal opportunities monitoring form to 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. Interest in and prior experience in further and higher education or policy work is essential.

We are an equal opportunities employer and encourage applications from all suitably qualified individuals regardless of race, sex, disability, sexual orientation, religion or belief, age, marital status or civil partnership, pregnancy/maternity or gender.

In order to ensure equal opportunities during our recruitment processes we are carrying out blind recruitment. **Therefore please send your documents as a word file if possible or include a second copy of your cover letter and CV with your name erased.**

Please contact Simon Kelleher at simon.kelleher@policyconnect.org.uk or on 0207 202 8575 if you have any questions regarding the role or Policy Connect.

Selection procedure and deadlines

- **18 August, midnight (GMT 00.00 AM):** Application closing date.
- **Week beginning 26 August:** Interviews to be held including a written exercise.

<p>The role</p>	<p>This is an exciting position to shape public policy in Parliament, government, and the wider HE sector. It offers a great opportunity to develop your research and stakeholder engagement skills.</p> <p>You will be responsible for delivering the HE Commission’s research and impact work. This will involve leading quantitative and qualitative data collection and analysis, including organising parliamentary evidence sessions, writing a major report and designing recommendations.</p> <p>Ensuring the Commission’s findings have demonstrable impact will be an important part of this position and will include impact planning, media engagement, and meetings with senior stakeholders across Parliament, Whitehall and the wider HE sector to deliver positive change for students.</p> <p>Managing relationships with stakeholders is an important aspect of this position and you will work with the team in scoping ideas for business development. Organising occasional launch events and presenting research findings will also be required.</p> <p>The role comes with autonomy to develop new ideas and areas for policy development. You may also work across Policy Connect on cross-cutting themes in support of our work on the Government’s Industrial Strategy for example.</p>
<p>Main duties</p>	<p>The researcher will work closely with the Head of Education and Skills and the Chairs of the HE Commission. Responsibilities will include:</p> <p>Policy and Research</p> <ul style="list-style-type: none"> • Develop an in-depth knowledge of the HE and tertiary sectors and policy landscape around social mobility, access and employment. • Lead the development and the delivery of research inquiries by gathering qualitative and quantitative data; organising evidence sessions, conducting interviews, and undertaking desk based research. • Draft policy reports and report writing. Develop recommendations in collaboration with key stakeholders for government, the skills sector and industry. • Dissemination and impact development of policy work. • Event organising and public speaking at events to present research results. <p>Communications and network building</p> <ul style="list-style-type: none"> • Maintain close, regular contact with all key stakeholders, including parliamentarians, Commissioners and project sponsors. • Stakeholder map to identify and build new relationships. • Work with colleagues to develop and implement the Commission’s communications plan to ensure our work is known across parliament, government and the sector. • Assist team members, including the Communications and Media manager and the project officer, to ensure that external communications, the websites and social media channels, reflects the work of the Commission. • Key outputs/channels you will be responsible for include: <ul style="list-style-type: none"> ○ Research publications and briefings ○ Member and Parliamentary policy briefings and event summaries ○ Press strategies and impact comms ○ Social media ○ Website

	<ul style="list-style-type: none"> ○ E-bulletins <p>Business development and finance</p> <ul style="list-style-type: none"> • Assist with the sourcing of new funding for research projects, parliamentary inquiries and events. • Contribute to the development of annual budgets and business plans for the team in conjunction with the Chief Executive and Chief Operating Officer. • Ensure that projects are managed to time and budget/surplus. <p>General</p> <ul style="list-style-type: none"> • Work flexibly with colleagues across Policy Connect as needed. <p>Depending on the focus of the work of the team, the role and associated responsibilities might change over time, for example towards a greater emphasis on policy impact activity.</p>
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<p>Person requirements</p>	<p><u>Essential</u></p> <ul style="list-style-type: none"> • Educated to degree level, or equivalent, or substantial work experience at a level demonstrating ability. • Working knowledge of and enthusiasm for education, accessibility, social mobility and skills related issues. • An understanding of research design and research methodologies. • Demonstrable experience of delivering high quality research projects and developing policy recommendations. • Experience developing or working to deliver policy impact. • Interest in Parliament and the policy-making process. • Excellent written and communications skills. • Proven ability to foster membership/stakeholder relationships. • Organisational skills pertaining to scheduling and delivering events. <p><u>Personal qualities</u></p> <ul style="list-style-type: none"> • A self-starter, you are capable of autonomously coordinating projects as well as working in a small team. • Dynamic worker, who is happy to work within a small team and willing to support the wider objectives of the team. • Flexible and adaptable to new and changing contexts (such as political change). • A commitment to the aims, purpose and vision of the organisation. <p><u>Desirable</u></p> <ul style="list-style-type: none"> • Expertise or experience on policy around access and disability. • Experience writing blogs, opinion pieces and articles. • Experience in a project management, public affairs, events management, or policy-making environment. • Previous employment related to the education, skills or employment sectors • Experience in delivering presentations and experience in public speaking
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