

Senior Researcher

Job Description & Person Specification

Job Title:	Senior Researcher		
FT/PT	Full Time		
Location:	Hybrid (Remote/London)	Duration:	2 years
Salary:	£41,000 - £45,000	Start Date:	ASAP

Job purpose

This is a key role with the potential to help shape the UK's research and policy narratives on race and inequalities with one of the country's leading think tanks on race and social justice.

The Senior Researcher will support the strategic development and delivery of Runnymede's research programme, taking ownership of research projects from inception to completion, leading and collaborating with internal research and policy colleagues, and developing impactful external research partnerships.

You will have responsibility for ensuring our research is rigorous and of stellar quality, and ensure wider project efforts are coordinated, budgeted, and delivered to deadlines.

We have an ambition to deliver more quantitative research projects, so the ideal candidate will specialise in quantitative research design and analysis and have a strong understanding of official statistics and data analysis. You will support colleagues developing their quantitative research skills and be able to integrate data into mixed methods research projects so as to strengthen research outputs.

Responsibilities and main duties:

Research Management and Delivery

- Use a mixture of quantitative and qualitative methods to lead on delivering research aims, producing reports analysing and interpreting patterns and trends that examine the links between race and outcomes in selected thematic areas.
- Project manage multiple research programmes and partnerships, ensuring collaborative research team activity is planned and delivered effectively and milestones, budgets and reporting requirements are met.

- Proactively lead on providing responsive research support to emerging media or policy engagements. For example, by generating discussion papers, briefing papers, policy responses and presentations for internal needs and external events such as the All Party Parliamentary Group on Race and Community.
- Help develop our research approaches, methodologies and tools, working within and further developing shared language and conceptual frameworks to ensure that our published reports are accessible and clearly understandable to all.

Stakeholder Management Responsibilities

- Identify, pursue and develop new relationships with external partners which will allow us to expand our research output and further develop a rich understanding of race and inequalities in the UK.
- Lead work with external partners to design and deliver research and associated activities (e.g. research proposals, launch events etc.)
- Lead on regular and strategic communication with external partners or funders to effectively report on research progress and impact.

Management, Strategic and Financial Responsibilities

- Support the Head of Research in developing the strategic direction of Runnymede's research portfolio and research team capability.
- Lead multiple project teams and line manage Junior/Research Analysts.
- Responsible for end to end research project delivery from inception through to successful launch - including leading the project team to identify and resolve issues that affect quality, timescales and impact.
- Programme-level budget and resource management responsibility.

Communications and Impact Responsibilities

- Work with our communications and engagement teams to strategically plan and deliver launch and engagement activities for research projects and programmes.
- Accountable for project reporting and monitoring for funders and end-of-project impact and review documentation as well as internal evaluation of research activity and impact.

- Represent Runnymede externally, deputising for the Head of Research where appropriate, to share our research findings or contribute to other external events as an ambassador for Runnymede and our work.
- Promote equality and diversity values acting as a role model and fostering an inclusive working culture.

Person specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • PhD level academic qualification or equivalent research experience gained in a similar institution/role 	<ul style="list-style-type: none"> • Recognised project management qualification. • Background/qualification in economics
Experience	<ul style="list-style-type: none"> • Experience of designing, planning and delivering research proposals and projects across a wide range of thematic areas, using mixed methods. • Significant experience of report writing and ability to tailor for different audiences - policymakers, media and for communities. • Experience working outside academia as an applied researcher. • Experience of leading collaborative research projects and of managing internal and external stakeholders. • Experience of working with racially minoritised communities with understanding of intersectionality and positionality when engaging with diverse communities. 	<ul style="list-style-type: none"> • Experience working in a public affairs or policy environment.

Knowledge	<ul style="list-style-type: none"> • Knowledge of advanced quantitative research methods, analysis techniques and tools. • Knowledge of relevant statistics and data sets in order to support mixed methods research. • Demonstrable and sophisticated understanding of the intersection between race, gender and class. • Demonstrable understanding of best practice in research ethics, safeguarding and data management. 	<ul style="list-style-type: none"> • Background knowledge of UK social policy issues including macro/micro economic analyses experience.
Skills and personal attributes	<ul style="list-style-type: none"> • Concise and high-level writing and editing skills for publishing work. • Strong IT and digital literacy including use of statistical software packages such as SPSS. • Ability to develop strong working relationships and trust with a broad range of people to foster productive collaborations and future partnerships. • Excellent attention to detail and the ability to stay organised, and remain resilient when managing a demanding workload. • Commitment to rigorous evidence based impartial analysis and able to work in a politically impartial way. • A deep individual commitment to equality and anti-racist action, through continuous development, 	

	modelling inclusive behaviours, and proactively promoting equity, diversity and inclusion throughout your work.	
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Application process

To apply please follow [this link](#).

This will take you to our online recruitment platform, BeApplied, which is a platform that aims to facilitate an unbiased and inclusive hiring process.

On BeApplied you will be asked to upload your CV and answer some skill-based application questions instead of a traditional covering letter.

Runnymede Trust is committed to providing equal opportunities for everyone regardless of their background. We acknowledge that people from certain backgrounds are under-represented in research and policy making and we're committed to doing what we can to correct this. We are particularly keen to receive applications from Black, Asian and minority ethnic people; people with disabilities; people who identify as being LGBTQIA; people who have a mental health condition; and people who identify as working class now or in the past.

We are also aware that many highly capable prospective candidates nonetheless rule themselves out of work in research and policy because they underestimate their own ability to do the role. With this in mind, we strongly encourage applications from anyone who is prepared to learn and grow on the job and would like to stress that past experience of working in think tanks is not required.

We recognise that people have commitments and responsibilities outside of work, therefore Runnymede supports flexible working. We are also open to suggestions of job shares.