



Recruitment Pack

Role: Head of Research and Influence

Salary: £50,000

Contract: Full-time, permanent

Location: London Bridge, SE1 (with possibility of some home working)

Reporting to: Chief Executive

Deadline for applications: 1st December 2021 (midday)

United St Saviour's Charity

United St Saviour's Charity (UStSC) has a 500-year history in Southwark but a very progressive outlook and big ambitions for the future. We have a strong asset base, with a portfolio of commercial properties around London Bridge, and several low-cost housing schemes for older people in the form of almshouses.

As one of the largest independent funders in Southwark, we have provided over £4m in grants over the past 5 years to local groups through our Community Investment programme. We have a proven track record of providing high quality homes and resident support services for the older people of Southwark in our almshouses in Bankside and Purley.

The charity is going through a period of change and growth. In early 2022 we will open an exciting new almshouse and community facility in Bermondsey, featuring innovative designs, pioneering services and technologies to improve well-being. Our property portfolio has recently expanded with the purchase of a historic building (and new office) near London Bridge, and we have taken on a pioneering initiative to harness the potential of local giving in support of disadvantaged young people.

We are now looking to recruit the new post of Head of Research and Influence to develop and implement our new research and influence strategic objective, and through learning, help us maximise our impact. We are a small charity, but the quality of our work is widely recognised. Our aim is to leverage our knowledge, assets and reputation, and build evidence to help influence practice and policy for ourselves and wider society.

The charity has already formed partnerships in the academic and research funding sector, and we have also just secured our first significant research grant funding as a co-applicant with Bournemouth University. With this groundwork in place, this is an exciting opportunity for the right person to make a real difference to our work and the wider world.

For more information about the charity see our website www.ustsc.org.uk

The Person We are Looking For

We are looking for someone who:

- Is an experienced career research professional with a passion for working in the field of ageing research/gerontology etc.
- Enjoys working directly with older people and is excited by the possibilities for research and influence to improve their lives, and the perceptions of wider society.
- Knows how to maximise the use of research findings to inform best practice and influence others.
- Is skilled in developing research strategy, supporting a wide range of staff and other stakeholders in implementing research programmes.
- Recognises the potential for older people to be involved in research at every level, and the ethics and sensitivities of action research.
- An excellent team player, and understands the nature of small organisations
- Is strong at networking, enthuses about their work, and is therefore a great verbal and written communicator.

What We Can Offer

- A supportive workplace environment working for a small and dynamic charity
- The opportunity for you to join and contribute to our exciting journey – and make a real difference to lives in Southwark and beyond
- Continuous professional development through training and learning opportunities

Application Process

To apply for this position please email your CV with a covering letter to mcraddock@ustsc.org.uk. You should outline your experience and how you meet the requirements of the Person Specification. Please keep your covering letter to no more than 3 pages (A4, standard margins, minimum font size 11pt). Please ensure we receive it by midday, 1st December 2020

Disclosure and Barring

This position will involve coming into direct unsupervised contact with vulnerable adults, and the job offer will be subject to an Enhanced DBS

Equality, Diversity and Inclusion

United St Saviour's Charity is committed to promoting equality, diversity and inclusion in everything we do. We strongly encourage applications from individuals with backgrounds that reflect the diversity of Southwark.

Data Protection

Any personal data you provide (such as address, telephone number, employment history) will be used for recruitment purposes only, and only shared with individuals and organisations involved in the recruitment. Data will be stored securely: electronically (on UStSC's cloud-based IT system). Personal data related to unsuccessful applicants will be deleted six months after the end of the recruitment period unless agreed with the applicant.



Job Description

Job Title:	Head of Research and Influence
Reporting to:	Chief Executive
Contract:	Permanent
Place of work:	16 Crucifix Lane, London Bridge, SE1 3JW
Hours of work:	37 hours a week with flexible working, as appropriate to the job
Benefits:	25 days annual leave and 6% pension contribution

Summary and Purpose of the Role

Working with UStSC Chief Executive and the Executive Team to develop, implement and provide strategic direction to meet the charity's research, learning and influencing objectives. To work across the charity's key operations of community investment and sheltered housing, with expected initial focus on the research themes of housing, built environment, health and wellbeing, ageing in place and community involvement for older people. To ensure maximum impact for UStSC beneficiaries and evidence-based findings to inform best practice and influence policy. Establish relationships with an array of stakeholders in the housing and ageing sectors. Responsible for securing, planning and coordination of research projects and dissemination of research activities.

Main Duties and Responsibilities

Scope and develop research partnerships and projects

- Stay abreast with latest developments in research agendas and funding calls.
- Draft proposals, write bids and grant applications.

Influencing and Communication Strategy

- Collaborate with UStSC teams to develop influencing objectives and approaches
- Develop communication objectives and select strategic approaches.
- Select channels and audiences for dissemination of UStSC's activities and research reports, and support UStSC responses to policy consultations and white papers etc
- Produce written reports/articles and make presentations.

Planning and delivery

- Plan, coordinate and execute research projects.
- Attend various meetings and communicate and coordinate project plans between researchers and UStSC staff, residents and community partners.

Networking, relationship-building and connecting

- Establish and nurture relationships with policy makers, universities, think tanks, charities, funders and social enterprises/innovators in the housing and ageing sector.
- Create connections with organisations with existing series of events/webinars/annual conferences for UStSC representatives to present at.
- Represent UStSC on sector associations/societies and at conferences.
- Maintain and develop relationships with local authority and community-based partner organisations.

Research and Learning Liaison

- Support the development of a UStSC working group which oversees the governance and scrutiny of all Research and Influence activities, carry out evaluations, and make reports to them and the Board of Trustees
- Coordinate with UStSC Housing and Community Investment teams in determining and implementing research priorities and developing research roadmaps.
- Present research findings to UStSC team in an understandable manner and evaluate learning and impact.

Housing Team

- Identify key challenges and develop appropriate research initiatives to better inform best practice.
- Responsible for being the liaison between UStSC Housing teams and academic partners.

Residents

- Regular engagement with residents on co-production of research themes and projects.

Community Investment Team

- Support the Community Investment team to develop and implement research and learning elements of the programme. This will involve providing guidance and support on the research and learning aspect of the giving scheme and in relation to research around local social needs in Southwark.

Budget management and reporting

- Manage the research budgets and prepare finance and progress reports as required.

Other

- Take part in networks and training relevant to the role.
- Adhere to UStSC values, policies and service standards, including the Equality, Diversity and Inclusion policy
- Carry out other reasonable duties as required, commensurate with the level of the post.

PERSON SPECIFICATION

Head of Research and Influence

Job Title:	Essential	Desirable
Experience	At least 5 years' experience working for a similar organisation in a senior research leadership role	Working in social housing, sheltered housing for older persons.
	Partnership working in various field-based research projects	Working in the charity sector
	Developing and implementing strategies to influence internal and external practice and policy using research findings.	Evaluation of research projects throughout their lifecycle.
	Experience of co-production of research programmes with older people and support staff	
Knowledge and skills	Extensive knowledge and skills working across research fields such as ageing better, sheltered housing, longevity, and gerontology.	Knowledge of research practice in inner-city communities
	Coordination and management of field researchers in a real-world setting, using different research methodologies	Knowledge of research practice in built environment and building design.
	Successful track record in research funding bids, and strong knowledge of the funding environment.	Setting and monitoring performance of a research, learning and influence function within an organisation
	Excellent networking and communication skills	Responding to white papers and policy consultations in housing, ageing and other related areas.
Personal attributes	Enthusiastic and passionate about improving the lives of older people in social housing and communities	
	Calm ability to work on multiple tasks and projects at different stages simultaneously	
	Confident in presenting research findings to different audiences	
	Demonstrating personal attitudes and values that match those of USTSC, particularly towards our equity, diversity and inclusivity commitments	