

Contract Type:	Fixed Term - Six Months (we will also consider secondment from current organisation)
Location:	Any regional location
Hours:	Full-time
Level:	2
DBS required:	No
Salary:	£27,765 (roles based in London will also receive £3,000 London Weighting Allowance)

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## Research Officer

### Purpose of the team:

The Strategy and Research department ensures that Teach First can make the best of its resources to have a positive impact on the lives of children and young people from disadvantaged backgrounds. Its role is to lead the organisation in gathering, managing and using evidence as effectively and efficiently as possible to inform internal and external improvement. In doing so it works closely with Teach First colleagues to help generate, refine and review evidence; find ways of illuminating Teach First's achievements; and highlight areas for improvement.

### Purpose of the role:

The Research Officer will work within the Research and Learning team at Teach First. The Research and Learning team conducts research and evaluations, generates evidence to feed into our programmes and identifies gaps in the organisation's knowledge, to better achieve our mission of reducing educational inequality.

The main areas of focus for this role are:

1. Designing and carrying out research projects to improve the design and delivery of our programmes and improve our understanding of the context in which we work.
2. Acting as the qualitative research lead within the department, contributing to project design and supporting colleagues across the department and wider organisation.
3. Championing the department's research across the organisation, engaging and innovating with programme delivery departments.

### At this level you will:

- **Research:** independently design and deliver research projects on priorities for the organisation.
- **Knowledge:** act as the department's qualitative research expert, upskilling others and inputting into research projects according to demand.
- **Communication:** summarise potentially complex research findings for a variety of internal and external audiences, with a range of expertise and seniority.
- **Collaboration:** work with others to contribute to the department's research programme and deliver mixed methods research projects through effective joint working with specialist analysts and evaluators.

### Your responsibilities will include:

- Designing and delivering original research projects, including for 2018, projects on teacher retention, mental health and Teach First’s work in areas of greatest need.
- Working with others on projects of strategic importance as determined by the strategy and research department, including assisting with the design of research projects.
- Carrying out qualitative research on these projects, including interviews, focus groups, observation and ethnographic research as required.
- Undertaking reviews of research literature and synthesising these findings.
- Communicating research to engage and influence internal and external stakeholders.
- Drawing conclusions from research for operational delivery and organisational strategy, in collaboration with the department and colleagues across the organisation.
- Supporting other members of the team in qualitative research methods.
- Contributing to Teach First’s research, analysis and evaluation agenda.

*The critical responsibilities of this role are described above. They may be subject to reasonable changes from time to time in line with business need. As part of the role you may be required to travel to other UK locations from time to time. You will may also be required to attend away days/retreats and the annual “Offsite” event which is mandatory for all employees.*

## Person Specification

### Essential skills and experience:

- **Research:**
  - A proven track record of designing and delivering research projects
  - Proficiency in qualitative research methods, including analysis software such as Nvivo, demonstrated through a Masters degree or equivalent experience
  - Proven ability to interpret and synthesise research through literature reviews
  - Prior experience of evaluation or research to inform and improve practice
- **Communicating and Influencing:**
  - The ability to synthesise research into clear, concise materials for written and verbal dissemination
  - Management of internal and external relationships
  - Strong communication skills, both written and verbal
- **Project management:**
  - Ability to develop project plans and apply best practice management tools and techniques

### Desirable skills and experience:

- **Research:**
  - Prior experience of educational research
  - Experience of quantitative research methods and associated software such as R and SPSS
  - Experience implementing research-informed strategies in an education setting
- **Knowledge:**
  - A good understanding of the wider education policy environment, including teacher recruitment and retention, school performance and accountability, and the factors influencing pupil attainment
  - Pre-existing knowledge of Teach First and our programmes

**All our employees are expected to model our values and help others to do so.**

### Benefits

Teach First's core benefits include 27 days holiday per annum (3 of which must be taken during the one week holiday shutdown period between Christmas Day and New Year's Day), participation in the pension scheme via Salary Exchange (with an employer contribution of up to 6%), life assurance, income protection and private healthcare. Through our flexible benefits platform access to childcare vouchers, interest free travel season ticket loan, subsidised dental membership, health screening, discounted gym membership, travel insurance, GAYE and the option to buy/sell annual leave.

### How to apply

To apply for a vacancy at Teach First you are required to complete an online application form. Please have your CV and covering letter ready to upload. If you are an internal candidate please apply via your HR Self Service menu after informing your line manager of your interest.

### Next steps

We aim to provide feedback to all applications within 10 working days from the closing date. First interviews will be held week commencing 3<sup>rd</sup> July with second round the following week.