



Centre for Social Justice – Job Description

Researcher

Job Title:	Researcher
Reporting To:	Head of Education
Contract Type:	Three year fixed term
Location:	Westminster, London
Salary:	Dependent on experience
Apply:	Please read the job description in full. If you feel you qualify for the role, please send your CV and a covering letter to recruitment@centreforsocialjustice.org.uk

THE ORGANISATION

Established in 2004, the Centre for Social Justice is an independent think tank that studies the root causes of Britain's acute social problems, and aims to address them through recommending to government practical, workable policy interventions. The CSJ's vision is to give people in the UK who are experiencing the worst multiple disadvantage and issues of injustice, every possible opportunity to reach their full potential.

The majority of the CSJ's policy work is organised around five pathways to poverty, first identified in our ground-breaking 2007 report, *Breakthrough Britain*. These are: educational failure; family breakdown; economic dependency and worklessness; addiction to drugs and alcohol; severe personal debt. In March 2013, the CSJ report *It Happens Here*, shone a light on the horrific reality of human trafficking and modern slavery in the UK. This report led to the passing of the Modern Slavery Act, which gained Royal Assent in March 2015.

THE ROLE

The Centre for Social Justice is looking for an analytical individual with excellent research skills to join the CSJ's Education Policy Unit.

The successful candidate will build on the findings and recommendations of our recent report "Providing the Alternative", which exposed several deeply concerning realities regarding the nature of exclusions and the support that exists beyond. The successful candidate will support a major research/policy drive in this area, with a view to informing systemic change in our education system - both to eliminate avoidable exclusions and improve the quality of alternative provision.

THE PERSON

- Ability to analyse, understand and synthesise complex information, and to present these findings in a concise and engaging way (essential).
- Excellent drafting skills, including the ability to tailor to different audiences (essential).
- Self-starter, able to make recommendations on the analysis of data (essential).
- Ability to communicate well with colleagues and explain complex information simply to internal and external audiences (essential).
- Collaborative (essential).
- A strong appreciation of the need for accuracy, quality control and process control (essential).
- Ability to plan programmes of work and manage to agreed timelines (essential).
- Ability to form working relationships with a broad range of external experts (essential).
- A commitment to the CSJ's vision, mission and values (essential).
- Background in a research-intensive role (desirable).

MAIN RESPONSIBILITIES

Responsibilities for this post will include, but will not necessarily be limited to:

- Drafting policy reports, briefing notes, internal memos, presentations, emails to external parties.
- Researching and analysing qualitative/statistical information, including primary sources and government data sources/other third-party data.
- Compiling freedom of information requests/other requests for access to information.
- Developing instruments for primary research (e.g. focus groups, structured interviews).
- Managing working relationships with external partners and other key stakeholders.
- Helping to develop evidence-based public policy solutions to support programme goals.
- Supporting organisational initiatives to embed exclusions/AP in the mainstream policy lexicon, build support from MPs for our proposals, and sustain public interest in this policy area.

Other duties that may arise from time to time.