



Church Action on Poverty

Changemakers Research and Information Officer

Job Description

Background and purpose of the job

This is a new post which forms part of Church Action on Poverty's new Changemakers programme to work with grassroots faith and community organisations in Manchester, Bradford and Teesside. The programme is funded by a grant from Capacitybuilders until March 2011 in the first instance, although it is our intention to seek further funding to extend the programme beyond this point.

Changemakers will develop a wide ranging coalition of faith-based and community organisations in order to work with them in the area of voice, advocacy and engagement with service providers, policy makers and power-holders.

The Research and Information Officer will provide professional research support for the network of Changemakers organisations being developed in Manchester, Bradford and Teesside. They will also spend one day a week with Community Pride Initiative (CPI), supporting their work with the Take Part Pathfinder programme in Salford, and ongoing work with Schools of Participation. The key role will be to work alongside and enable members of frontline organisations to gain a thorough understanding of the issues they identify for action, and to help them identify effective and workable solutions.

Key tasks:

Research and policy development

- To assist the emerging Changemakers organisations in Manchester, Bradford and Teesside, together with Community Pride Initiative, in researching specific issues that impact on their members and the wider communities they serve
- To enable Changemaker members organisations to identify effective and workable solutions to the issues identified
- To develop a research and data bank on local authorities, regeneration agencies and local strategic partnership strategies and policies as they impact on communities' participation in the Changemakers programmes in the three areas and the work of CPI
- To keep abreast of wider policy developments in community empowerment, democratic renewal and community engagement nationally

Information, communication and dissemination

- To disseminate information and learning about the Changemakers programme organisations through regular articles, e-newsletters, and explore the potential use of other new media (e.g. blogs)
- To write research reports and other occasional briefing papers
- To give talks and presentations at Changemaker external events
- To develop and maintain a database of key contacts, locally and nationally, with whom learning can be exchanged and good practice shared

Training, collaboration and shared learning

- To create opportunities for shared learning amongst members of frontline organisations through organising workshops and peer-learning opportunities
- To offer advice and support to other members of the Changemakers team and CPI staff as appropriate
- To attend regional meetings of Changemakers staff
- To attend and contribute to local and regional staff training and development programmes

- To contribute to the wider development of the Changemakers programme as necessary in conjunction with the Programme Coordinator

Accountability/reporting arrangements

- Employed by Church Action on Poverty
- Accountable to and given line management by the Programme Manager
- Working closely with the Community Organisers in each Changemakers organisation and with CPI staff

Terms and conditions

- Employed 28 hours per week
- Salary to be paid on the SO1/2 APT&C scale (points 29-34) currently £24,331 - £28,270, pro rata
- 25 days holiday per annum (plus statutory bank holidays) pro rata
- A pension contribution of up to 10% is payable provided the employee makes a contribution of 5%
- Permanent contract, with 6 month probationary period
- Further details are contained in the CAP staff handbook, copies of which are available from the CAP office on request
- The post will be located in CAP's offices in Manchester.

Person Specification

Criteria	Assessed by
Skills/knowledge	
A degree in social science, policy research or equivalent level of knowledge in a related discipline	A
Skills and knowledge of participatory social research or learning methods	A.I.R.
Strong written communication skills, including writing for specialist and non-specialist audiences	A.I.R.
Excellent verbal communications and presentational skills	A.I.R.
A team player who enjoys interaction with others and who is willing to hold and be held to account	A,I,R.
Good ICT skills, including knowledge of web-based communication methods	A.I.R.
A good working knowledge of the operation of public agencies	A.I.R.
Strong self-motivation and an ability to work on own timetable	A.I.R.
Understanding and respect for the values of Christianity and other major faith traditions	I
Experience	
At least two years experience of social research and/or policy work	A.I.R.
Experience of writing, commissioning or editing publications and/or other accessible resource materials	A.I.R.
Work related circumstances	
Willingness to undergo training	A.I.R.
Willingness to work some evenings and weekends	I
Willingness to travel around UK, including some overnight stays	I

A = Application; I = Interview; R = Reference