

Church Action on Poverty

Changemakers Research & 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. 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, in researching specific issues that impact on their members and the wider communities they serve
- To enable Changemaker member organisations to identify effective and workable solutions to the issues identified
- To develop a data bank on local authorities, regeneration agencies and local strategic partnerships' strategies and policies as they impact on communities participating in the Changemakers programme in the 3 areas
- To keep abreast of wider policy developments in community empowerment, democratic renewal and community engagement nationally.

Information, communication and dissemination

- To be responsible for disseminating information and learning about the Changemakers programme through regular articles, e-newsletters, and exploring the potential use of other new media (eg blogs)
- To write research reports and other occasional briefing papers
- To give talks and presentations at Changemakers and 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 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 Manager

Accountability/reporting arrangements

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

Terms and conditions

- Employed 21 hours per week
- Salary to be paid on the scale £23,749 - £27,594 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, with initial funding until 31 March 2010 in the first instance
- The post may be located in offices in Manchester or Bradford

Freelance staff and community-based research organisations may submit applications to undertake this work, and will be judged equally with other candidates.

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 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 social policy work	A.I.R.
Experience of writing or editing publications and/or other accessible resource materials	A.I.R.
Work related circumstances	
Willingness to work some evenings and weekends	I
Willingness to travel around UK, including some overnight stays	I
Willingness to undergo training	A.I.R.

A = Application; I = Interview; R = Reference