



Groundswell

Out of homelessness

Letter from Our Chair

Dear Candidate,

Many thanks for considering the role of Research Manager at Groundswell. I hope you find all the information you need to make an application to join this dynamic and impactful charity.

I became Chair of Groundswell in 2012; since then I have seen the organisation thrive and grow, making a significant impact on the lives of our clients and our volunteers. I have been a charity trustee for 20 years following a full career as a stockbroker. My time with Groundswell has been the most fulfilling experience of my working life.

Your job will be focused on building Groundswell's Peer-led research work, delivering commissioned projects and feeding into Groundswell's own campaigns. You will play a key role in Groundswell's work to transform society's response to homelessness. You will join us at an exciting time. Our peer-led research and campaigns work are building momentum – we are building strong partnerships with academic, statutory and third sector bodies and are developing new approaches to make sure that homeless people are involved in the decision-making process and delivery of change.

Groundswell prides itself as being 'people-powered' with a 'give a lot, get a lot' ethos – and I can certainly testify that that has been my experience!

A unique opportunity awaits a creative, inspiring and values-driven candidate.

Yours sincerely,

Terry Hitchcock
Chair of Trustees, Groundswell

Research Manager: Job Description

Job Title:	Research Manager
Reporting to:	Director of Research and Campaigns
Contract:	One-year fixed term with strong possibility of extension.
Direct reports:	Research Project Worker (to be recruited).
Benefits:	£30,000 plus 5% pension and 28 days annual leave.

Summary of Role.

This is an exciting opportunity to be involved in transforming homelessness services and policy by building an evidence base of the experiences of homeless people. Working closely with peer researchers and academic research departments, you'll design and deliver innovative, high-quality research projects.

In the first year of this role you will work on a range of projects including a mixed-methods study exploring the health of women experiencing homelessness, an evaluation of two London based homelessness services through the analysis of primary and existing monitoring quantitative data, and the mixed-method evaluation of Groundswell's Homeless Health Peer Advocacy service in partnership with King's College London, the London School of Hygiene & Tropical Medicine and University College London.

With a strong track record in undertaking timely and influential research projects, you're an excellent communicator, able to analyse and interpret complex written and numerical information. A passion for making research process and practice accessible and inclusive to people experiencing homelessness is key to success in this role.

Job Tasks

Deliver Research Projects

1. Work with the Director of Research and Campaigns to design research projects, develop methodologies and cost projects appropriately.
2. Train Peer Researchers to be involved throughout the research process and support them to deliver fieldwork.
3. Deliver research projects to quality standards, and within budget.
4. Draft and edit research reports for external distribution and publication.
5. Undertake analysis of quantitative and qualitative data, wherever possible involving Groundswell Peer Researchers.
6. Regularly review, monitor and develop research procedures to ensure ongoing effectiveness.
7. Use research findings to produce accessible information for people experiencing homelessness.
8. Facilitate events, advisory group meetings and other meetings as part of projects.

9. Ensure Groundswell's peer researchers and people with experience of homelessness are involved in all aspects of Groundswell research.

Ongoing data collection and service delivery

10. Support the ongoing development of systems for inputting and storing data.
11. Train and support staff and volunteers involved in data collection.
12. Build up user-friendly systems for storing lessons learned and findings – so they are collatable and searchable.
13. Support organisational Co-design process for new projects.
14. Undertake analysis of Groundswell's data collected through service delivery.

Findings

15. Producing regular reports on the current experiences of homelessness and recommendations for improving delivery and policy for an external audience.
16. Create external communications mechanisms to share findings with wider audiences – including people experiencing homelessness, service providers and policy makers.
17. Promote Groundswell research and present research findings to a range of stakeholders.
18. Contribute to the production of Action Updates based on topics set by Peers.

Advocacy and Policy

19. Participate in Research Networks in homelessness and health sectors.
20. Co-ordinate systems for keeping Groundswell up to date on research and policy relevant to homeless people.
21. Develop systems for distributing information to homeless people on relevant policy.

General

22. To contribute to the resourcing of the work in collaboration with the Development Manager and Director of Research and Campaigns.
23. To foster a co-operative and supportive team.
24. To represent Groundswell in an appropriate manner.
25. To participate in training as agreed and in regular supervision and appraisal you're your Line Manager.
26. To undertake other work as agreed with your Line Manager.
27. To promote equal opportunities in all areas of work.

Person Specification

	ESSENTIAL <i>(Could not do the job without these)</i>	DESIRABLE
EXPERIENCE & KNOWLEDGE	<ol style="list-style-type: none"> 1. Experience of designing and delivering research projects related to homelessness or other socially excluded groups. 2. Knowledge of impact assessment and evaluations. 	<ol style="list-style-type: none"> 3. Experience of undertaking participatory research or delivering training to people experiencing homelessness or other socially excluded groups. 4. Experience of using research to successfully campaign for public policy change.
SKILLS AND ABILITIES	<ol style="list-style-type: none"> 5. Confident written and verbal communication skills: comfortable writing for a range of audiences, presenting complex information in easy-to-understand formats. 6. Project management skills, including working to multiple deadlines, delivered within budget and on time. 7. Highly Numerate with ability to analyse and synthesise quantitative and qualitative data. 8. Excellent IT skills particularly Excel and experience of CRM databases. 	<ol style="list-style-type: none"> 9. Demonstrable ability to build existing and new client relationships through networking and responding to invitations to tender, including pricing work. 10. Experience using data analysis software like SPSS, NVivo or similar.

BEHAVIOURS & CHARACTERISTICS	<p>11. High level of emotional intelligence. Able to communicate naturally and empathetically, build rapport quickly and to earn respect and trust.</p> <p>12. Understanding of and support of Groundswell's core beliefs.</p>	
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Application Process

1. Application

To make an application, please submit your **CV** along with a **cover letter** which explains:

- how you meet each of the areas outlined in the Person Specification above **and**
- why you are interested in doing this job.

The deadline is **12pm on Monday 17th September 2018**. Please submit by email to Recruitment@groundswell.org.uk.

2. Interviews

Interviews will be held on Tuesday 25th September 2018.

3. References

Two references will need to be taken up before a job offer can be made. Please include reference details in your application. One should be your current or most recent employer, and the other someone who has known you in a professional capacity for at least two years. We will not contact any referees before the interview and only after you grant consent.

Many thanks for taking the time to look into this role –it is an exciting opportunity and we hope you will consider applying.

If you would like to discuss this role before applying then please contact: Martin Burrows, Director of Research and Campaigns on Martin.Burrows@groundswell.org.uk.