

## Research Officer

**Term:** Permanent

**Salary:** £25,000-£30,000 depending on experience

**Location:** This role will be based at either our Birmingham or Leeds hub. You will be asked to choose which when you apply. We are currently piloting hybrid working, allowing you to work up to 3 days at home. You must also be prepared to travel to our other hub locations including London, requiring up to six overnight stays per year of 1-2 nights each.

**Reporting to:** Research Manager

**Deadline:** 22 November 2021

**Apply on the Be Applied website:** [Research Officer - Youth Futures Foundation - Applied \(beapplied.com\)](https://beapplied.com)

All recruitment to roles at the Youth Futures Foundation is done using a specialist system that conceals the applicant's identity and focuses on assessing candidates based on key competencies, anonymising applications and distributing the assessment of applications against multiple assessors.

### Transforming youth employment

The Youth Futures Foundation is an independent, not for profit organisation set up to tackle youth unemployment with a £90million endowment from the Reclaim Fund. We are looking for bold and impactful ways to help young people find and keep good jobs.

There are nearly 1 million young people not in education or employment in the UK. Under-25s make up almost two thirds of the total fall in employment during the pandemic, with those from ethnic minority backgrounds disproportionately affected. Recent falls in employment have been four times higher for young Black people and nearly three times higher for young Asian people. Young people typically work in occupations that have been impacted most by the pandemic, such as hospitality and retail. Of people put on furlough, 47% were aged 16–24. There is a significant risk that a generation's future will be blighted by the scarring effects of long-term unemployment.

We are an ambitious organisation that wants to tackle the root causes of youth unemployment for young people from marginalised backgrounds. To do that, we are focused on three priorities:

1. **Changing the youth employment system** by working in partnership with organisations, policy makers and young people to address structural and systemic barriers
2. **Creating opportunities with employers** to recruit and retain more young people from marginalised backgrounds
3. **Building capacity with practitioners** to support and train more young people from marginalised backgrounds to be ready for work.



## Job Description

- We are looking for a dynamic Research Officer to support the creation and collation of research and evidence that has a transformative effect on the youth employment ecosystem.
- You will work with the Research Manager and other members of the Impact and Evidence team to support the design, delivery and management of commissioned and in-house research projects striving to understand the complex, systemic issues faced by marginalised young people in employment journey, as well as potential solutions.
- This is an exciting opportunity to work directly with young people on research projects. A part of the role will also be working with other teams, such as policy and communications, to translate complex research and evaluation findings into accessible, user-centred outputs and briefings for internal and external use. .

## Key responsibilities:

Support the YFF approach to research and impact, including:

- Conducting literature reviews and/or desk-based research on topics related to youth employment outcomes for marginalised groups for a variety of purposes, e.g. initial scoping for research tenders
- Conducting ad-hoc qualitative and participatory research projects with marginalised young people
- Supporting evidence curation, this could be through updating YFF's Youth Employment Evidence and Implementation Issues Gap Map with new studies
- Supporting the delivery of in-house systems change research projects, such as mapping the youth employment system and toolkit development
- Supporting the delivery of commissioned research projects, such as scheduling interviews and shortlisting meetings, quality assuring project outputs.
- Translating research outputs into accessible, user-friendly content for internal and external use (such as research briefings, executive summaries and cheat sheets), working with evaluation, policy, communications and research team members.
- Co-ordinating, and managing communications with, research stakeholders such as advisory and user groups and Future Voice Group (Identify) members.
- Supporting the Research Manager to track and monitor the status of research projects
- Creating and maintaining a research database, collating and cataloguing relevant academic articles, research reports and briefings
- Sharing updates and findings of research projects internally and externally, through internal communications channels and external events such as 'lunch and learns' and webinars.



## Person specification

### Part One - Knowledge and Experience (approx. 100 words)

#### • ESSENTIAL

- A track record in supporting successful research projects from design to dissemination
- Experience of conducting qualitative and/or participatory research
- Ability to understand statistics/quantitative research
- Knowledge, understanding, and/or a strong interest in youth employment and the barriers faced by marginalised young people
- Experience in effectively communicating research findings and producing user-friendly content for different audiences
- Relevant qualification in an economic, social science or related discipline - or on-the-job experience or training - ideally with strong qualitative elements

#### DESIRABLE

- Experience of working in the context of youth employment, learning and/or skills
- Knowledge of systems thinking and tools, such as systems mapping
- Experience in review and evidence synthesis methods, such as rapid evidence assessments
- Experience of conducting participatory research, or using creative methods
- Mixed methods (qualitative and quantitative) expertise

### Part Two - Skills and Competencies (approx. 100 words)

- Strong analytical skills, ability to critically appraise, analyse and summarise research outputs and literature
- Excellent writing skills, ability to turn complex information into plain English for non-specialist audiences
- A collaborative, flexible team member who understands when to take the initiative and work independently, and collaborate with others
- Ability to build effective working relationships across teams
- Good organisational and time management skills, ability to manage own workload, prioritise tasks and competing demands and deliver in a high-quality work in a fast-paced environment
- Strong IT skills, including use of MS Office applications (Word, Excel, PowerPoint etc), shared online folders, calendars and contacts

## Things to know

- We encourage an open, collaborative and inclusive working environment. We have established an Equalities, Diversity and Inclusion steering committee with team members from across the organisation and headed by a member of the Senior Leadership Team.



- As part of Youth Futures Foundation's safeguarding policy, all employees are subject to a basic Disclosure and Barring Service (DBS) check.

