

Research and Development Manager – Candidate Pack

Job Description and Person Specification

Job Title: Research and Development Manager

Reporting to: Chief Executive Officer

Responsible for:

- Oversight and delivery of Belong’s research projects and products including resources and toolkits.
- Development and delivery of Belong’s research and impact evaluation strategy
- Oversight and management of Belong’s Resource Centre on cohesion and integration

Location: Manchester with some travel around the UK. We have office space in Manchester and operate a hybrid working model

Hours: Full time or part time role with potential for flexible working

Salary: £36,000 per annum pro rata

Probationary period: 2 months

Contract: Permanent

Notice period: 3 months

Holiday Entitlement: 30 days a year calculated on a pro rata basis and excluding bank holidays

About the role:

This is an exciting role with lots of opportunity for leadership and for your own personal and professional development. You will work closely with the CEO, the Belong team and Belong’s pool of expert associates as well as Belong’s varied membership. You will have the chance to engage with a wide range of different stakeholders including academics and sectoral experts, business leaders, local and national government and people delivering at the grassroots in their communities. You will have plenty of opportunity to put your research and analysis skills to excellent use producing high quality research, toolkits and resources that improve knowledge and establish best practice on social cohesion. There will be opportunities for you to take ownership of exciting projects such as investigating the relationship between social cohesion and volunteering, authoring academic papers and reports for publication, developing content and guidance materials, as well as convening and working with key stakeholders and members to drive forward innovations in practice and policy. You will be responsible for overseeing Belong’s own impact evaluation ensuring that all our products, events and training are evaluated so that we can build a picture of the broader impact of our work.

About Belong

Belong is a dynamic and growing charity and membership organisation. Our vision is a more integrated and less divided society. We bring organisations and individuals from across different sectors (local authorities, civil society, academic, public and private sectors) to share ideas, knowledge and experience in order to build the capacity, skills and resources for a more cohesive, integrated and peaceful society.

Our purpose is to Connect, Support and Mobilise:

- Connecting people, places and organisations locally and nationally across the UK and across different sectors to disseminate knowledge and best practice on integration.
- Supporting all those who are delivering cohesion, integration and intercultural work; giving them the resources, skills, training, inspiration and confidence to improve practice.
- With our members raise the profile of this vital work, developing a shared voice, consulting on key issues of interest to our members, and influencing policy so that together we can make an integrated society an everyday reality.

Membership is open to civil society organisations, governmental departments, universities and academic institutions, housing and education agencies, local government and the private sector. We believe that social cohesion is everybody's business and are deliberately cross sectoral to foster learning and connections beyond the usual silos. Our supporters and founding members include Savannah Wisdom Foundation and Manchester City Council.

Belong is registered as a charity with a founding Board, led by Belong's Chair Professor Ted Cattle. Belong operates with a small team from its head office in Manchester and is led by Chief Executive Jo Broadwood.

Candidate Profile:

We are looking for someone confident and articulate with excellent organisational, engagement and communication skills, comfortable in communicating with a wide range of stakeholders and external audiences. You will be practical and focused with attention to detail. You will be experienced at turning strategy into action and be willing to work flexibly as part of a small team to meet changing deadlines. You will be passionate about social cohesion, integration and intercultural programmes, able to build strong relationships with a range of Belong members and partners across different sectors. You will demonstrate a genuine commitment to the organisation's growth and success and for building a more integrated and less divided society. This is your chance to make a real difference to integration and cohesion across the UK.

Main Responsibilities:

Work closely with Belong CEO and team to develop the research and evidence base for cohesion and integration work

- Oversee and manage specific pieces of research that will support the improvement of cohesion and integration practice for local areas and across key sectors and partnerships
- Manage the development of products for members (resources, toolkits, events etc.) based on the latest research and evidence of what works to improve social cohesion and integration in local areas and across key sectors and partnerships.
- Liaise with Belong members and key stakeholders (for example across local government and UK government departments) to ensure that products and research are produced to a high standard and with expert input.
- Prepare and draft progress reports for stakeholders, commissioners and funders of research products.
- Manage project and product delivery from concept through to user testing, content development and writing, prototyping and delivery working closely and collaboratively with wider stakeholders and Belong members to turn ideas into reality.
- Working with the Membership and Engagement Manager ensure that products and projects are marketed to members and wider stakeholders in order to improve the practice of cohesion and integration

- With the Belong team you will help develop an annual programme of events for members including an annual conference, face to face and online training programmes, and webinars and will provide research expertise as required.

Development and delivery of Belong’s research and evaluation strategy

- Work with the CEO, Belong team and trustees to further develop Belong’s Theory of Change
- Develop and implement a robust approach for Belong to better measure the impact of its interventions.
- With the rest of the Belong team implement Belong’s research and evaluation strategy
- Working with the CEO prepare and draft Belong’s annual Impact Report.

Oversight and management of Belong’s Resource Centre on cohesion and integration

- Manage, maintain and develop our existing resources and toolkits (for example our Power of Sport toolkit) to ensure continued relevance against a changing policy context.
- You will be responsible for developing Belong’s online Resource Centre, ensuring that it is regularly updated and maintained, and that accessibility and usability of the resource centre is improved
- You will also take responsibility for ensuring that Research pages on the Belong site are regularly updated or archived so that main reports and resources are still easily accessible.

Operational

- Alongside other team members you will be responsible for providing relevant, up to date and engaging content as required for inclusion in the Belong newsletter, social media feeds and the members’ area of the website
- Attending and contributing to Belong team meetings and strategy days whether in person or virtual
- Record and report individual member engagement via Belong’s Membership database.
- Provide accurate and timely data for reports to funders, trustees and other stakeholders.
- Ensure compliance with all data regulations and protection, including GDPR.

The above list is indicative only and not exhaustive. The post holder is expected to carry out all such additional duties as are commensurate with the role.

Person Specification:

Essential	Desirable
Qualifications	
Degree OR equivalent work experience	Higher Qualification or area of study related to cohesion, integration, interculturalism or related fields
Experience	
2 years’ experience of delivering research-based projects and/or products	
2 years’ Experience of developing and delivering research, evaluation and impact projects from development of theory of change through to reporting on results	
Experience of developing and working in partnership with at least two of the following: local authorities; central government; civil society organisations; private sector / businesses; other public sector delivery agencies (e.g., health); housing; education; universities and academics; policy makers)	
Skills, Knowledge and Capabilities	

Strong research skills with expertise in collection and analysis of qualitative data	Expertise in working with quantitative and qualitative data
Ability to use digital and tech to facilitate engagement, communication and learning and collaboration	Track record of engaging stakeholders via online platforms and forums
Knowledge of effective learning programmes	
Development of engaging content for online platforms	
Strong project management skills with an ability to work across a range of different projects at various stages of completion.	
Strong engagement and networking skills with an ability to build excellent relationships with a wide range of stakeholders.	
Sound understanding and commitment to equality, diversity and inclusion.	
Personal Qualities	
Passionate about improving cohesion & integration in the UK.	
Able to recognise personal strengths and development needs.	
Collaborative and solution focused	
Diplomatic and committed to transparency.	
Practical, focused and able to work independently and as a vital part of a small team	
Utterly reliable and organised	
Able to work in a fast paced and changing environment	

How To Apply:

Belong is committed to the values of diversity and inclusion and to achieving greater diversity in our team. We welcome applications regardless of sex, gender, race, age, sexuality, belief or disability.

To apply, please send a covering letter (no more than two sides) outlining how you fulfil the criteria in the person specification and an up-to-date CV (no more than four sides). Please send these documents to recruitment@belongnetwork.co.uk with 'Research and Development Manager' in the title of the email. Please ensure that you have provided your mobile, work and/or home telephone numbers and email address in your CV, as well as any dates when you will not be available or might have difficulty with the indicative timetable below.

On receiving your CV, we will send you a diversity monitoring form to complete. This information will be stored separately to your application and CV and is for our own monitoring purposes.

Deadline for applications: **12 pm 6th June 2022**

Candidates informed if through to second stage: **By 13th June 2022**

Interviews will take place in the week beginning **20th June 2022**

To find out more about Belong please visit www.belongnetwork.co.uk

For further information, or if you have any questions, please email jo@belongnetwork.co.uk

We look forward to hearing from you.