
Job Description

Researcher

The following information is designed to help Diverse Cymru staff and those people considering joining Diverse Cymru to understand and appreciate the work content of their post and the role they are to play in the organisation. However, the following points should be noted:

- 1 Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings, therefore, may have been used below, in which case all the usual associated routines are naturally included in the job description.
- 2 Diverse Cymru is an Equal Opportunities Employer and requires its employees to comply with all current equality policies both in terms of equal opportunity for employment and access to services.
- 3 Diverse Cymru is committed to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Hours: 37 hours per week, flexitime policy operates.
28 days annual leave plus public holidays

Salary: £20,000

Reporting to: Diverse Cymru Policy Manager

Prime objectives of the post:

- To carry out research that supports achieving the vision, aims and objectives of Diverse Cymru.
- To provide research and evidence gathering support to all Diverse Cymru projects and teams.
- To feed into the development and implementation of Diverse Cymru's engagement and policy work.

Supervisory responsibilities:

- No staff line management responsibilities
- Responsible for overseeing the work of research volunteers, interns and student, graduate and work placements

Range of decision making:

- Will be required to exercise a high degree of professional judgment, consistency and objectivity in relation to both external and internal information
- Will be expected to determine and analyse outcomes of policy work and contribute to project and service outcome monitoring

Responsibility for assets, materials etc.:

- Responsible for data collected in pursuit of the objectives and duties
- General responsibility for all equipment and furniture in the post-holder's home and work area

Range of duties:

- Identify data, surveys, reports, news and forthcoming issues concerning equality/inequality for potential use in Diverse Cymru's policy and projects work and drawn from sources such as UK, Welsh and local regional government, healthcare bodies, equality organisations, charities, news outlets and others.
- Interpret and prepare information reports on such data, reports, news, surveys and issues.

- Assist the Policy Manager to advise the communications and marketing officer on appropriate responses and key messages that will be used as a framework for toolkits, media responses, enquiries, lobbying and campaigning.
- Analyse and identify internal and external strategic issues and development where research is needed and carry it out.
- Undertake research needed for and draft policy briefings and papers, consultation responses, inquiry submissions, information documents, reports and similar materials, to support Diverse Cymru's Policy Manager.
- Work collaboratively with other Diverse Cymru staff to arrange, promote and facilitate engagement events to gather the views of people affected by inequality in Cardiff and Wales.
- Work with the Communications and Marketing Officer to gather and promote individual and group case studies and interviews.
- Design, promote and analyse questionnaires and surveys on key policy areas and Diverse Cymru services and developments.
- Produce reports of Diverse Cymru engagement and research
- Help to ensure the policy and research website content and social media campaigns are accessible, relevant and up to date.
- Assist in developing and maintaining procedures and practices for monitoring and evaluating successes as a result of policy work.
- Research, gather and analyse data and information to inform the production of funding applications and monitor the success and outcomes of all Diverse Cymru projects and services.
- Along with the Policy Manager identify and develop roles for policy and research students, graduates, interns, work placements and volunteers. Recruit relevant volunteers and contribute to their training, supervision, development and recognition.
- Attend relevant internal and external meetings and events to gather or present research.
- Ensure that all work is fully accessible, inclusive and responsive to the needs of different groups.
- Participate in Continued Professional Development.