

Role Profile

Job Title: Research and engagement officer

Role Purpose.... *(A brief description 4-5 lines of the purpose of the role here)*

Through undertaking and managing research, providing and interpreting evidence and data and engagement with unpaid carers and our network of local carer organisations, the Research and Engagement Officer will play a key role in enhancing understanding of the needs of carers and increasing our policy impact and organisational profile. The role will be working at a UK-wide level, with a specific focus on England, and will ensure there is a robust evidence base of the experiences of unpaid carers and the challenges they face, so we can effectively bring about changes to policy and practice.

In this role, your accountabilities and responsibilities are... *(Bullet point the key role accountabilities/responsibilities here)*

- Designing and delivering high quality policy-related research, using qualitative and quantitative ethical research methods including surveys and focus groups; accurately analysing data gathered and presenting this as clear findings
- Collating and analysing relevant external data which impacts unpaid carers, such as ONS, NHS and local data.
- Contributing to and producing comprehensive, original, and accessible research reports with clear key recommendations
- Researching and writing evidence-led policy positions, research reports and briefings; providing expertise to colleagues with their use and interpretation of data
- Engaging unpaid carers, carer services and policymakers in research and activities to give voice to the lived experience of unpaid carers and carer services.
- Identifying evolving issues and needs of unpaid carers and our network of local carer organisations through research and policy analysis.
- Working with external partners to commission and manage larger policy-related research projects
- Organising and delivering information sharing and engagement events with key stakeholders including decision-makers, academics, third sector organisations and carers.
- Engaging with a range of relevant organisations, including think-tanks, academia, policymakers, politicians and other charities, to promote and publicise our work through the generation of thought-leading blogs and reports.
- Developing and maintaining relationships with key academic institutions and other researchers identifying opportunities to work jointly on research relating to unpaid carers.

- Identifying opportunities to fund small-scale research, including in partnership with academic institutions, other charities and public sector bodies, and working with Fundraising colleagues to secure these.
- Working with colleagues across the charity, including on UK-wide research, engagement and evidence activities
- Supporting our policy influencing activities, including writing consultation responses which draw on our insight and evidence and sharing research findings
- Working with the Communications and Marketing team, play an active role in assisting with research-related communications and data visualisation including through social media, website content and media engagement.

To do this role, you will have... *(Bullet point the key experience, knowledge and skill requirements for the role, also include any professional membership or qualifications required)*

- Experience of carrying out research, both qualitative and quantitative, which has informed and influenced policy and/or practice
- Experience of analysing and reporting on complex data, including survey data and government and other datasets
- The ability to engage sensitively and ethically with unpaid carers whilst undertaking research and broader activities
- A track record in writing research and policy reports and other engaging written content, and the ability to present research findings and data in an engaging way
- The ability to produce policy statements, advice and recommendations based on evidence
- Experience of engaging with a range of external stakeholders and facilitating reference and advisory groups
- The ability and commitment to develop an understanding of the broader policy context relating to unpaid carers such as the health, social care and education landscapes, and the benefits system (but you do not need to be an expert on unpaid carers or any of these areas)
- Experience of planning and delivering research projects
- The ability to arrange events and facilitate engaging focus groups, workshops or training sessions
- Excellent written and verbal communication skills and the ability to analyse and communicate complex information in an accessible way
- Confidence in managing a programme of work and shaping and growing projects
- Strong organisational skills and the ability to plan and prioritise own workload as part of a busy and creative team
- A professional approach to work with a willingness to speak honestly, and to be accountable

In this role, you will work with different people and teams, they are... *(Bullet point key stakeholders and relationships for this role here)*

- You will work as part of the Carers Trust Policy and External Affairs team which has a focus on England as well as UK-wide policy, reporting to and supported by the Head of Policy and External Affairs
- You will work and share information with colleagues across our UK-wide Carers Trust team, working especially closely with counterparts in Wales and Scotland as well as with colleagues working on evidence and insight from our programmes
- You will work directly with unpaid carers and with our Network Partner members

In this role, you will achieve... *(Bullet point the key KPIs, budget accountability, fundraising targets call targets, caseload etc for this role here)*

- A robust evidence base for changes to policy and practice
- Opportunities for unpaid carers to engage and participate in research
- A strong voice for unpaid carers in policy and decision making
- Increased opportunities to raise the profile of Carers Trust and our impact through our research activities
- Partnerships and collaborations with other organisations to help us increase our impact through research and engagement

Directorate: Policy and External Affairs	Team: Policy and External Affairs	
Reporting To: Head of Policy and External Affairs	Location: London (homeworking/hybrid considered)	
Number of Direct Reports: 0	Job Level: <i>HR Use Only</i>	Job Ref No: <i>HR Use Only</i>

The values indicators expected in this role are...

As **TRUSTED** Carers Trust staff, we are:

- **Team Workers** – supporting each other toward a common goal.
- **Responsive** – putting ourselves in others' shoes and responding to their needs.
- **United** – working as one organisation meeting challenges together.
- **Supportive** – enabling one another to do a great job.
- **Transparent** – being honest and open with one another.
- **Enterprising** – being bold, pro-active, and evolving.

- **Diverse** – understanding and celebrating the different things we each bring to Carers Trust.

Safeguarding

Carers Trust is committed to safeguarding the well-being of all service users, employees and volunteers who are involved in or affected by our work. All children and adults, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation, or identity, have the right to equal protection from all types of harm or abuse and the right to be treated with respect and dignity. All employees and volunteers have a duty to prevent the abuse of children and adults and report any safeguarding concerns to the relevant person.