

london plus

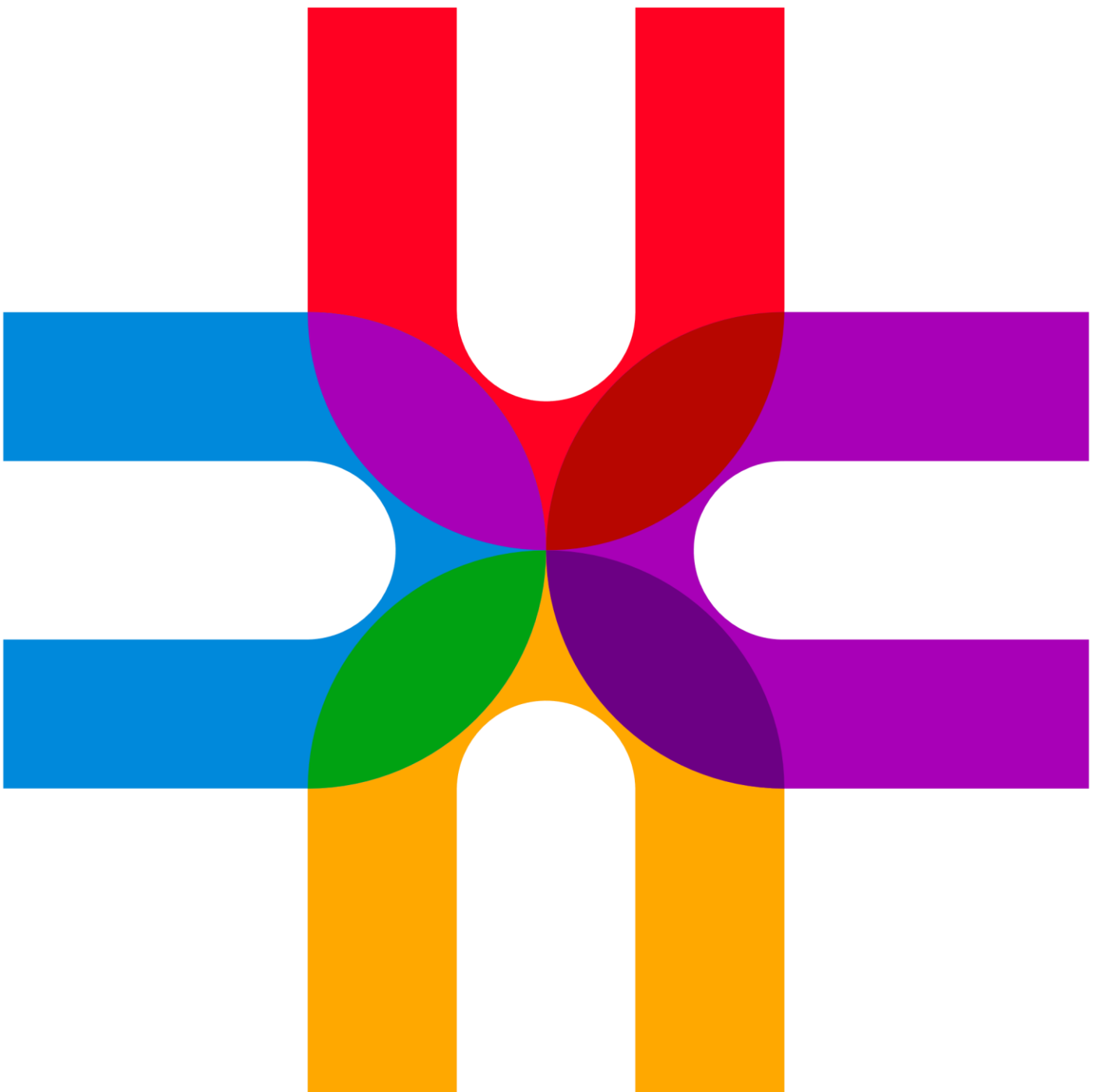


Table of Contents

Recruitment Pack – Researcher and Data Analyst.....	3
Background Information	4
Job Description – Researcher and Data Analyst	5
Person Specification - Researcher and Data Analyst	7
Application Process	8



Recruitment Pack – Researcher and Data Analyst

Thank you for your interest in this role.

London Plus is a young charity that has successfully established itself and built a positive reputation across London. Our work supports London's voluntary and community sector by providing connections to policy-makers, collecting data, developing insights, and running networks.

We have played an important role in the response to Covid and contributed to a growing appreciation of the value and importance of civil society. We have strong links across London's voluntary and community sector, as well as with charitable funders, the GLA, London Councils and specialist groups.

Data and insights are a key part of the work of London Plus. We want to use these to understand the work and value of voluntary and community organisations across London. As well as supporting organisations directly to develop their own practices, this will grow appreciation of the work of the sector, increasing its visibility and importance in policy-making across London as well as nationally.

Working with our networks, and collaborating with organisations across London, this role is pivotal in delivering the mission of London Plus through the use of data. You will be joining our small and agile team working on vital issues to help communities across the city.

We welcome applications from all sectors; the important thing is that you understand and are passionate about helping civil society in London. If you are ambitious to achieve more and relish a challenge, and are collaborative as well as pragmatic in your approach, we would love to hear from you.



Martin Brookes

Chief Executive, London Plus

Background Information

London Plus

Our **Vision**: A city where all Londoners can thrive

Our **Mission**: Championing London's civil society through insight, influence and powerful connections

Our **Values** are London's values:

- We promote equality and champion diversity
- We actively collaborate
- We are always learning
- We act with integrity
- We are bold
- We look for the bigger picture

Our **Brand**:

- Keep it simple
- Be smart
- Think big

London Plus roles

The London Plus staff team current consists of five people. The new role will increase the number to six. There are 11 trustees.

For more information see londonplus.org.



Job Description – Researcher and Data Analyst

Responsible to:	Chief Executive Officer
Salary:	£36,000 per annum
Hours:	Full-time, 35 hours per week (compressed hours might be possible)
Direct reports:	None
Location:	When office-based: Kennington Park Business Centre, 1-3 Brixton Rd, London, SW9 6DE. The role will require some travel across London to attend meetings, Covid dependent.
Benefits:	25 days holiday per annum Flexible working Pension – Employer contribution: 5%

Main Purpose:

To lead on the collection of data and insights to support the work of London Plus. This will include developing a research agenda and working in partnership with others across London.

Principal Responsibilities and Accountabilities:

Data and Research

1. To identify, collect and produce data, research and insights from the voluntary and community sector across London
2. To help develop and implement a qualitative and quantitative data and research strategy for London Plus to support the sector
3. To work with a range of organisations on studies that inform and influence the work of the sector and public policy

Partnership Working

4. To maintain and develop new partnerships with organisations which have a focus on data and research about London (including GLA, London Councils; local authorities; 360Giving; Superhighways; DataKind UK; Centre for London and other think tanks; universities)
5. To work with other organisations to influence research programmes and increase the focus on the role and work of civil society in London

Data Management

6. To identify and promote the use of tools that can help organisations across the sector to collect and use data



7. To advise and assist members of London Plus networks to identify, prepare and present data for publication
8. To work with other organisations supporting data literacy across the sector

General responsibilities applicable to all staff

All staff are required to work as part of a team and contribute to the overall aims and objectives of London Plus. Staff are expected to be an advocate for the organisation and operate in accordance with the values, policies, and procedures.

The above list of duties and responsibilities is not exhaustive, employees may be required to undertake other responsibilities and training as requested and as appropriate to your role level.



Person Specification - Researcher and Data Analyst

Requirements	Essential	Desirable
Educational attainment	<ul style="list-style-type: none"> A degree in a subject containing training in data analysis (e.g. Statistics, Mathematics, Economics, Business Studies, Psychology, Geography, Data Science, Sociology or similar) Experience of undertaking social research including using data 	<ul style="list-style-type: none"> Master's degree in a related topic
Knowledge required	<ul style="list-style-type: none"> Demonstrable knowledge of qualitative and quantitative research methodologies 	<ul style="list-style-type: none"> Digital Code of Practice
Experience required	<ul style="list-style-type: none"> Experience of working directly or engaging in research with communities Experience of collecting and analysing quantitative and qualitative primary or secondary evidence Good knowledge and understanding of social science research methods, analysis of research data and processes involved in publication of outputs. Supporting and training others in their use of data 	<ul style="list-style-type: none"> Experience of researching equalities issues Working with civil society
Skills and aptitudes required	<ul style="list-style-type: none"> Excellent analytical skills Strong organisational and workload management skills including the ability to prioritise own work and reprioritise when necessary Ability to communicate clearly, concisely and persuasively verbally and in writing, to a variety of audiences Good critical thinking skills Consistent attention to detail Competent IT and social media skills 	<ul style="list-style-type: none"> Digital skills
Personal qualities required	<ul style="list-style-type: none"> Passionate about sharing knowledge and skills, motivating others to learn Ability to present a professional image Commitment to working positively within a framework that values and celebrates diversity and inclusivity Ability to work collaboratively with communications team Self- starter Ability to work independently 	



Application Process

If you would like to apply for this position, please send the following:

- A full CV
- A supporting statement that tells us why you are interested in this post and your suitability to meet the requirements of the person specification.

Apply for the [role here](#).

- If you would like an informal chat about this role, prior to applying, please contact our Chief Executive, Martin Brookes (martin@londonplus.org). He will arrange a time to speak.

Next Steps

Closing Date: 30th August COP

Shortlisted candidates will be notified by: Friday 3rd September

Interviews: Date TBC.

