



# Job Description Senior Research and Evaluation Officer

<b>Job Title:</b>	Senior Research and Evaluation Officer
<b>Reporting to:</b>	Research and Impact Lead
<b>Responsible for:</b>	N/A
<b>Based:</b>	We offer a hybrid model of working and our office is based in Angel, London N1. This postholder is expected to be in the office 1 day per week. We meet together in our London office fortnightly on Tuesdays and we ask that you can commit to this.
<b>Hours:</b>	21 hours per week, with flexibility around how you spread these hours throughout the week.
<b>Salary:</b>	Grade 3 - £40,787 - £42,421 per annum, £24,472 - £25,452 pro rata
<b>Travel expenses:</b>	All staff are required to pay for travel costs to and from the London office, regardless of where they live. However, staff can claim travel expenses for journeys to places other than the London office for work purposes.

## About us

Young Women's Trust champions young women aged 18 to 30 on low or no pay. We're here to create a more equal world of work and raise young women's incomes. We offer young women free coaching, feedback on job applications and information to help them get where they want to be. We bring together a network of thousands of young women to support each other, build their self-belief, and have their voices heard. We work with young women to campaign for equality in the workplace. And our research provides insight into what young women's lives are really like, fuelling our campaigns for change.

## About the role

Working closely with the Research Lead and forming part of the Communications, Campaigns and Research team, the Senior Research and Evaluation Officer is responsible for conducting and supporting the production of high quality research and evidence to help Young Women's Trust achieve our strategic goals and demonstrate our impact.

## Key deliverables

- Programme of peer research in line with the Policy & Research agenda.
- Maintenance and development of the organisational impact framework, and actionable learning and insights from it to inform strategy.
- A range of materials to present and disseminate evaluation and research findings including presentations, reports, briefings and website content.

## Main responsibilities

Research:

- Working closely with the Research Lead and YWT's peer researchers, conduct and support the production of qualitative and quantitative research to inform YWT's policy and influencing priorities and support campaign activity.
- Lead YWT's peer research programme – including developing and facilitating training and supporting peer researchers to design research, conduct fieldwork, analyse research findings and develop recommendations.
- Work closely with the participation team to ensure that young women and people of marginalised genders are supported to fully engage and participate in our research and maintain an awareness of other opportunities across the organisation for them to shape and influence our work.
- Contribute to ensuring that all of the research carried out at Young Women's Trust is ethical, inclusive and accessible and that the voices of young women from marginalised and minoritised communities are included in our evidence base.
- Routinely monitor and share insights from key statistical datasets and newly published evidence relevant to key areas of Young Women's Trust's work.
- Synthesise and present research insights and recommendations in an accessible and engaging way to ensure that internal and external stakeholders (including young women) have access to reliable, relevant, and timely evidence and Young Women's Trust are recognised as a source of authority on young women's working lives.
- Collaborate with colleagues in our digital and communications teams to ensure that YWT's research outputs are widely disseminated, available through a range of channels and accurately represented in the media and other external channels.
- Support with the development and production of funding bids and contribute to strategic decision making in relation to YWT's research portfolio.
- Build and maintain relationships with existing and potential partners and relevant stakeholders; including other charities, think tanks, academic institutions and consultants.

#### Evaluation & Impact:

- Work closely with teams across the charity to design and conduct mixed methods evaluations of Young Women's Trust's services and other charitable activities, supporting the organisation to understand and improve its impact.
- Support regular monitoring of organisational performance, including supporting teams to define and report on key performance indicators and outcomes measures.
- Contribute towards embedding a data driven culture - upskilling and supporting colleagues to collect and make use of evaluation and impact data to inform their work.
- Present data and insights in an accessible and engaging way - ensuring that teams across the organisation have access to reliable, relevant, and timely evidence to support their work.
- Work with colleagues across the charity to develop consistent approaches to data collection and analysis which are informed by best practice.

- Facilitate meaningful involvement of young women with experience of living on low or no pay in evaluation and impact monitoring activities - through our network of peer researchers and in collaboration with the participation team.
- Provide advice, guidance and expertise on data and insight to colleagues at all levels across the charity.
- Synthesise data from across the organisation – producing reports that provide insight and recommendations to inform strategic and operational decision making.

### **Budget management**

N/A

### **General responsibilities**

- To work in a flexible manner, taking initiative and prioritising the needs of the organisation.
- Follow organisation policies and procedures, including health and safety.
- Carry out other reasonable duties that may be required.
- Act as champion of Young Women’s Trust’s values and principles, including our commitment to becoming an anti-racist organisation

### **Special factors**

- Some evening and weekend work may be required, for example to attend events and workshops with young women (time off in lieu will be given).
- Occasional travel within England and Wales to attend conferences and events.

### **Safeguarding**

At Young Women’s Trust, we are committed to safeguarding the well-being of all the young women we work with, as well as our employees and volunteers who are involved in or affected by our work. All employees have a duty to prevent the abuse of children and adults and report any safeguarding concerns to the relevant person.

### **DBS requirement**

Basic DBS Check

### **Equity, Diversity and Inclusion**

Young Women’s Trust strives to be an inclusive and representative organisation. We are committed to appointing individuals from a wide range of backgrounds, lived experiences and cultures. We particularly encourage applications from communities under-represented in our organisation, including racially minoritized and disabled individuals. We use positive action under section 159 of the Equality Act in relation to disability or race. This means that if we have two candidates of equal merit in our process, we will seek to take forward the disabled or racially minoritized candidate in order to diversity our staff team.

You’ll be joining a team that will embrace your ideas and support and encourage you to bring your whole self to work.

We can make reasonable adjustments throughout the application process and on the job. If you have particular accessibility needs, please get in touch and let us know any requirements you may have.

## Person Specification

(Essential, i.e., a candidate must meet all essential criteria to be considered for selection, or Desirable)

<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>Experience of conducting qualitative and quantitative research to inform policy or practice.</li> </ul>	x	
<ul style="list-style-type: none"> <li>Experience of carrying out research with minoritised or marginalised groups through an intersectional lens.</li> </ul>		x
<ul style="list-style-type: none"> <li>Experience or strong understanding of peer or participatory research methods.</li> </ul>	x	
<ul style="list-style-type: none"> <li>Experience of analysing datasets, including familiarity with government/ONS datasets.</li> </ul>	x	
<ul style="list-style-type: none"> <li>Experience and knowledge of evaluation methods and impact/performance measurement.</li> </ul>	x	
<ul style="list-style-type: none"> <li>Experience of carrying out research in partnership with other organisations and/or applying for research funding.</li> </ul>		x
<b>Skills &amp; attributes</b>		
<ul style="list-style-type: none"> <li>A passion for research and a keen interest in innovative research and evaluation methods.</li> </ul>	x	
<ul style="list-style-type: none"> <li>An understanding of how research and evidence can be used to shape policy, campaigning and influencing activity.</li> </ul>		x
<ul style="list-style-type: none"> <li>Excellent written and verbal communication skills including report writing and ability to present research findings and facilitate workshops in creative and engaging ways.</li> </ul>	x	
<ul style="list-style-type: none"> <li>A good relationship builder, with a collaborative cross-organisational approach.</li> </ul>	x	
<ul style="list-style-type: none"> <li>Ability to work sensitively and inclusively with young women and people from marginalised genders from a range of diverse backgrounds.</li> </ul>	x	
<ul style="list-style-type: none"> <li>Excellent time management and organisational skills</li> </ul>	x	
<ul style="list-style-type: none"> <li>Ability to work proactively and independently.</li> </ul>	x	

Our values




**Bold**

We're ambitious about creating a better world for young women. We will have the courage to try new things and learn from failure as well as success.

**Collaborative**

We believe that to make big changes, we need to work together with others.



**Inclusive**

Different perspectives and experiences make us stronger.



**Keeping it Real**

Everything we do is grounded in evidence and the realities of young women's lives.



**Pass the Mic**

We believe young women have the energy and talent to change the world. We will build their power and amplify their voices.

## Young Women's Trust Structure (last updated January 2025)

