

Job Pack: Principle Researcher, Greater Manchester UTA, Research and Policy Team, Justlife Foundation

Job Summary

The Research and Policy Team are the innovation and systems change arm of Justlife, working to influence the housing and homelessness sector to ensure stays in *unsupported temporary accommodation* (UTA) are as short, safe and healthy as possible. It builds on local frontline services in Brighton and Manchester that support adults experiencing housing vulnerability, many of which face severe and multiple disadvantage. The Research and Policy team sits alongside these services and is critical in influencing policy and systems change for residents of UTA on a local and national level.

Justlife began its research and policy work with an initial project between 2013-2016 focusing on how unsupported temporary accommodation affected the health and wellbeing of its residents. This research was conducted alongside the Institute for Public Policy Research (IPPR) North, and together we uncovered a bleak reality facing those entering into unsupported temporary accommodation, often for an unknown length of time without support, in poor conditions and the likelihood of diminishing physical and mental health. Our published reports not only highlighted challenges facing households in UTA but also recommendations for how to collectively address these challenges across sectors. This work has culminated in the establishment of the Unsupported Temporary Accommodation Group Network (UTAG:N). The UTAG:N was created to take local and national action on unsupported temporary accommodation. This national network is made up of place-based groups of individuals and organisations across England who both work together in localities to improve the lives of hidden homeless in UTA, while also sharing learning, practice and data on a national scale. The network is founded on our belief that a strategic focus on both local and national action will bring about lasting systemic change in this area by firmly placing UTA into mainstream plans and strategies to end homelessness.

Justlife is currently the only charitable organisation addressing the issues facing adults living in UTA.

We are looking to appoint a unique and exceptional candidate demonstrating a high level of energy, passion and personal drive to be our Greater Manchester (GM) UTA Principle Researcher within the Research and Policy Team. You will need to be self-motivated, disciplined and socially aware, have excellent ICT and communication skills, particularly Microsoft Excel, Word and PowerPoint packages amongst other office and research tools, you must be comfortable at communicating with a range of stakeholders including: single homeless adults, project workers, local managers, senior managers and a variety of representatives from local authorities as well as have experience conducting qualitative research.

This role will support the Strategic Lead for Research and Policy to spearhead research into UTA across each local authorities in Greater Manchester. This research will be informative and will also lay the foundation for Temporary Accommodation Action Groups across the region. The role requires an excellent understanding of Justlife's current published research as well as an awareness of local and national policy affecting UTA and those housed in this sector. The post holder will be required to work as part of a team, but also be able to work autonomously, taking the initiative to plan and deliver your own work. This will include the ability to multi task, efficient diary management and excellent communication skills. The role may at times go beyond the scope of this job description and the person is expected to be part of the Justlife team undertaking any reasonable tasks required to assist the organisation in achieving its objectives.

Job Title: Principle Researcher, GM UTA
Hours: 37.5 hrs per week
Contract: Fixed Term Contract for 12 Months
Normal hrs to be worked: Monday – Friday [within]
Location: Manchester based. Regular Greater Manchester travel will be required, with the possibility of wider UK travel that include occasional overnight stays.
Salary: Pay Band 5.1 - 5.3 (*£23,673 to £25,681pa*)

Employment conditions

Employment conditions are detailed in the employment contract, which you can view. Annual leave entitlement is 25 days plus bank holidays (pro rata for part time staff and fixed term contract staff).

Personal development

Justlife will provide relevant training opportunities for this role including non-managerial supervision. Performance reviews will take place no less than twice each year.

Job Description

1 Knowledge and Skills

- Experience and confidence in conducting qualitative research
- Ability to implement project plan independently
- Ability to engage with diverse individuals and organisations with an open-minded approach
- Ability to investigate little-known topics
- Ability to analyse and present, in a clear manner, data and learning from research gathered
- Contribute to discussions regarding the work of Justlife, particularly bringing the learning from research and development to bear on new and existing work.
- Proactively keep up to date with research and media relating to the housing and homelessness sector
- Assist in the digital storytelling of the work and learning from the GM research project as well as wider projects within the UTAG:N.
- Assist in writing up research findings into reports, blog posts and other communications (including social media) for interested parties including: supporters, staff at Justlife, practitioners, policy makers and local or national media.

2. Initiative, physical, mental and emotional demands

- Manage workload during periods of work-related pressure, including actively pursuing the project outcomes set for the project.
- Attend and input to wider Justlife team meetings
- Develop an ongoing awareness of potential partnership opportunities across sectors.
- Carry out light physical tasks, such as travelling to visit services or attend meetings both local and national, some overnight stays are required.
- This post often requires prolonged periods of concentrated mental attention which, when combined with the variety of responsibilities could potentially result in high levels of work-related pressure (i.e. deadlines, interruptions or conflicting demands)

3. Responsibilities for people, staff, finances and physical resources

- Adhere to Justlife's culture and values when engaging service users, other staff and any partners
- Understand and implement policy and procedures that support the delivery of the project.

This job description is intended as an outline indicator of general areas of activity and will be amended in light of the changing needs of Justlife. It is expected that the post holder will be as positive and flexible as possible in using this document as a framework, and in performing other duties commensurate with these responsibilities, the band of the post and skills and qualification of the post-holder.

Person Specification

1. Knowledge and Skills

Essential

- The ability to think strategically to identify emerging trends or learning from the research that could feed into wider policy and practice recommendations
- Good research, analytical, presentation and evaluation skills.
- An good working knowledge of homelessness systems for single homeless adults in the UK, including UTA.
- A good understanding of Justlife's published research, work and vision
- Excellent written communication skills with proven experience of report writing
- Proven drive for uncovering difficult information
- Excellent verbal communication skills: to communicate with a range of stakeholders including single homeless adults, project workers and managers, representatives from local authorities, policy and government.
- Excellent numeracy and literacy skills.
- Excellent administration skills and use MS Office to an advanced level (Excel, Word and PowerPoint)
- Excellent prioritising and management of tasks skills

Desirable

- A strong understanding of issues facing single homeless people living in UTA
- Experience working on the frontline within a homeless setting
- A good understanding and working knowledge of Systems Change and/or Systems Thinking
- Project management experience

2. Initiative, physical, mental and emotional demands

Essential

- A self-starter who is adept at managing both continuous and ad hoc quantitative programmes, with experience of multiple methodologies including questionnaire design and qualitative research.
- Flexibility and collaboration to manage multiple internal stakeholders and external agencies.
- Self-motivated
- Disciplined
- Excellent time management
- Accepting of authority
- Team player but autonomous capabilities
- Outgoing
- Genuine enthusiasm for system and policy change on local and national levels
- Desire to learn and develop
- Ability and desire to travel nationally (UK only) for short periods, with occasional overnight stay.
- Carry out light physical tasks, such as travelling and operating office equipment.
- Manage a diverse workload and multiple stakeholders, this requires an advanced level of prioritising and time management and may at times mean working under pressure.

- The work environment will bring contact with single homeless adults, many of whom have complex needs.
- Some frontline engagement work will be required.
- Empathy for those experiencing housing vulnerability.

Desirable

- Creative approach to problem solving and innovation

3. Responsibilities for people, staff, finances and physical resources

Essential

- Ability to work alongside others to establish infrastructure systems to streamline project work
- Ability to take responsibility for project deadlines.

Desirable

- Proven leadership ability
- Previous project management experience

Please send completed applications by email to Andy Morris - recruitment@justlife.org.uk

Application Deadline: 5pm Monday 5 November 2018

Interviews: Monday 12 November 2018

You will receive an automated acknowledgement of receipt of your application via email.

Please note: Shortlisting will take place on Tuesday 6th and Wednesday 7th November. If you do not hear from us by 5pm on Thursday 8th November please assume your application has been unsuccessful on this occasion.

As Justlife is a small organisation we are unable to provide feedback on unsuccessful shortlisting.

Justlife is an equal opportunities employer and considers all applications received.