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| **Job Title** | Senior Researcher / Researcher (Education & Skills and Technology) |
| **Reporting to** | Reporting to the Policy and Research Manager (Education & Skills and Technology) |
| **Location** | Westminster, London (hybrid working) |
| **Salary** | Senior Researcher £28,000 - £34,000 (depending on experience); Researcher £24,000 - £30,000 (depending on experience). |
| **Hours** | Full-time |
| **Contract type** | Fixed-term for 12 months, with a 3-month probationary period. Possibility to extend the contract or convert it into a permanent contract at the end of the 12-month period. |
| **Industries you will work with** | * Parliament, politicians, and local government * Industry and businesses * Higher and further education institutions (colleges, universities) * Public affairs/media * Civil Service |
| **Job focus** | * Researching public policy. * Engaging with sector stakeholders and policymakers, influencing policy change. * Policy areas:   + Post-16 education     - Skills and vocational qualifications     - Careers Education Advice and Guidance     - Employment and Workforce   + Higher Education     - Student experience, teaching and learning     - HE-led Research and Innovation     - Vocational degrees / degree apprenticeships   + AI and Emerging Tech     - AI Regulations, Data Ethics and Privacy     - Digital and Media Literacy     - Digital identity |
| **About Policy Connect** | Policy Connect is a cross-party think tank. We specialise in supporting parliamentary groups, forums, and commissions, delivering impactful policy research and event programmes, and bringing together parliamentarians and government in collaboration with academia, business and civil society to help shape public policy in Westminster and Whitehall, so as to improve people’s lives.  We are a social enterprise and are funded by a combination of regular annual membership subscriptions and time-limited sponsorships. We are proud to be a Disability Confident and London Living Wage employer, and a member of Social Enterprise UK.  Our work focuses on public policy in Health; Accessibility; Education & Skills; Industry, Technology & Innovation; and Sustainability. We shape policy in Westminster through meetings, events, research and impact work.  Our mission is to lead the development of new policy ideas through evidence and collaboration. |
| **Benefits of working for us** | Policy Connect offers an open, vibrant work environment close to the heart of UK politics. In a close-knit team, you will experience the buzz of working in Westminster and the passion of working to make a change to people’s lives for the better. As a Researcher or Senior Researcher, you will be able to have a great degree of influence on the shape of our policy field and work in developing the team further.  Benefits include:   1. Paid leave for volunteering (up to 4 days per annum) 2. Pension contributions of 6% (exceeding the statutory minimum for employers) 3. Learning and development programme (collective and individual) and the opportunity to attain professional qualifications 4. Interest-free loans for transport 5. Cycle-to-work scheme 6. Flexible working arrangements 7. [Employee Assistance Programme](https://www.healthassured.org/employee-assistance-programmes/) |
| **How to apply**  Please read the job description and candidate specification below, and email **your CV of no more than 2 A4 pages**, a **covering letter of no more than one A4 page**and **complete the equal opportunities monitoring form to Victoria Zeybrandt (Director of Communications and Operations)** [Victoria.Zeybrandt@policyconnect.org.uk](mailto:Victoria.Zeybrandt@policyconnect.org.uk)  **Applicants must be eligible to work in the UK.**  **Please state whether you prefer to be considered for the Researcher or the Senior Researcher role and ensure that your covering letter refers specifically to how your experience relates to the person specifications required for this role.** We are a disability confident and equal opportunities employer and welcome applications from all suitably qualified individuals regardless of race, sex, disability, sexual orientation, religion or belief, age, marital status or civil partnership, pregnancy/maternity or gender. Please let us know if you would like us to make any accessibility adjustments in relation to the process of applying for this role.  Please contact Victoria Zeybrandt (Director of Communications and Operations) at [Victoria.Zeybrandt@policyconnect.org.uk](mailto:Victoria.Zeybrandt@policyconnect.org.uk) if you have any questions regarding the role or Policy Connect. We welcome informal enquires ahead of application.  **Closing date: Sunday 6th April 2025, 23:59**  **Likely interview date: w/c 14th or w/c 21st** of April 2025  **Start date**: as soon as possible | |
| **The role** | Policy Connect is looking for 1 new team member to join our busy Education and Skills team, working across Education and Technology projects. Assignment of Researcher/Senior Researcher will depend on the candidate’s previous experience and expertise.  The focus of the roles for the first 6 months will be a combination of the following:   * Leading the scoping work and research for a forthcoming inquiry into medical education and the NHS workforce. * Supporting the delivery of our ‘Earning or Learning’ report on young people not in education, employment or training (NEETs). * Supporting the delivery of a programme of policy events in parliament (Policy Connect is the secretariat for the All-Party Parliamentary Group for Skills, Careers and Employment) on topics such as FE teacher recruitment, the new Ofsted inspection framework, and devolution of skills funding. * Developing plans for new report on technology/AI policy. * Supporting the pursuit of impact from previous reports on education, skills, and technology.   Additionally, you will be part of scoping for new projects, planning and delivering policy roundtables alongside the Education and Skills team members, and colleagues across Policy Connect whose policy briefs intersect with skills policy.  In the medium to long term, the focus of the role can be flexible and can respond to the personal expertise and preference of the chosen candidates. |
| **Main duties** | * Lead the development and the delivery of research inquiries by organising evidence sessions, conducting interviews, and undertaking desk-based research. * Write policy reports and develop recommendations in collaboration with stakeholders from government and the education and skills sector. * Dissemination reports and papers to help ensure they inform policymakers. * Keeping abreast of key developments across the education and skills, and AI and technology policy landscapes, such as major reports and government announcements, and using this expertise to inform the work of the Education and Skills; and Technology Teams. * Coordinate, plan and help to deliver the Education and Skills Team’s policy engagement work such as external briefings and submissions to consultations. * Developing ideas for policy engagement and research work within the team and supporting the development of new projects (e.g., inquiries, events, seminars) * Attend and represent Policy Connect at external events. * Engage with funders and stakeholders in conjunction with senior colleagues to achieve impact, fundraise, and develop future projects. * Work collaboratively across Policy Connect. |
| **Person requirements** | Essential   * Working knowledge of education and skills sector issues, as well as related policy areas. * Working knowledge of AI and technology sector issues, as well as related policy areas. * An understanding of research design and research methodologies. * Ability to synthesise complex ideas, craft arguments and produce clearly structured summaries of complicated subjects. * Strong awareness of Parliament and the policy-making process. * Excellent organisational skills and project management abilities. * Able to work independently with confidence and manage responsibilities in line with expectations. * Excellent writing and research skills with the ability to condense complex information into easily accessible formats. * Dynamic worker, happy to work within a small team and willing to adapt work to meet changing objectives.   Desirable   * Experience in delivering presentations and experience in public speaking. * Experience in a research, public affairs, events management or policy-making environment. * Previous employment related to education and skills, and/or technology sector. * Experience in stakeholder management and/or external engagement. * Experience in planning and organising events. |