

## Substance Employment Opportunity

**Post: Social Researcher**

**Start Date: 1 October 2014 or as soon as possible thereafter**

**Duration: Fixed term for 12 months until 30 September 2015**

**Salary: £25,000-35,000 per annum depending on experience**

**Location: Based in the Substance Office in Manchester although travel throughout the UK will be required and flexible working arrangements maybe considered where this fits with operational requirements.**

Substance is an experienced and well-established social research company with a specialist focus on the youth, community and sport for development sectors. We are committed to participatory action research approaches as well as the development and use of technology to facilitate data capture, practice based learning and greater social impact. Due to our expanding, high profile client base we require a Researcher to join our team and contribute to a range of new and continuing projects working with a variety of well known national and local charities and other public service agencies.

The role will be varied and we hope to attract a dynamic and enthusiastic individual who enjoys working as part of a team and on their own initiative who would be keen to work flexibly in a variety of desk based and fieldwork settings. The successful candidate will be expected to support a range of projects through the application of qualitative and quantitative research skills and associated administrative tasks.

Successful candidates should have or be close to completing a relevant PhD or have equivalent experience in a social science, good qualitative and quantitative research experience and some knowledge of digital data collection and analysis. Experience working in interdisciplinary teams and of supporting research communications is essential.

In addition to a good salary the benefits that come with this job include a contributory pension scheme, generous annual leave, training and development opportunities whilst working as part of an exciting and dynamic inter-disciplinary team.

Applications must take the form of a full Curriculum Vitae (CV) or Resume and a covering letter. Your covering letter should consist of a summary of your past, current and future research projects and publications as well as the strengths you would bring to the post. Please also indicate your current employment position, salary and any notice period required. Applications should be submitted by 9am Monday 8<sup>th</sup> September with interviews due to take place week commencing 22<sup>nd</sup> September.

Please return your application by post or email to Kath Edgar at Substance, 3<sup>rd</sup> Floor Fourways House, 57 Hilton Street, Manchester, M1 2EJ. [kath@substance.coop](mailto:kath@substance.coop)

## Job Description

**This form summarises the purpose of the job and lists its key tasks. It is not a definitive list of all the tasks to be undertaken as these can vary from time to time.**

### Job Summary

Substance manages and delivers a wide range of research and evaluation projects for a diverse and expanding range of high profile charities and public service delivery agencies that are focused on helping to improve the effectiveness and assess the impact of their delivery. We are committed to participatory action research approaches as well as the development and use of technology to facilitate data capture, practice based learning and greater social impact.

The appointed person will work in close collaboration with Directors and key research staff including Dr Tim Crabbe, Dr Gavin Mellor, Dr Kath Edgar and Dr Adam Brown. The post holder will have three main roles. The first is to coordinate and execute specific elements of primary and secondary research including literature review, case study fieldwork and survey design and deployment. The second is to support the analysis and interpretation of qualitative and quantitative data making use of digital data collection, analysis and reporting tools. The third is to support the preparation and delivery of project outputs including visual representations, infographics, reports and presentations.

### Main Duties and Responsibilities

The successful candidate will be expected to:

- Conduct qualitative research in a range of social settings. This will include participatory and passive observation; arranging, conducting and recording focus-group discussions; preparing and facilitating community and service user consultation exercises; and arranging and conducting semi-structured interviews.
- Prepare policy and documentary reviews relating to project themes. This will involve the identification and preparation of summaries of relevant literature, policy or other documentary evidence.
- Conduct desk based research including the design and administration of a range of online, postal and telephone surveys targeted at service users and practitioners.
- Assist with the collection, analysis and interpretation of quantitative data sets gathered through Substance's Views monitoring system and other data collection instruments.
- Process, analyse and structure qualitative data to support the preparation of project outputs.
- Identify ways to disseminate findings for optimal influence and impact with non-academic audiences and contribute to the preparation of infographics, online content, case studies and reports
- Help to organize conferences, workshops and seminars and contribute to funding applications and invitation to tender responses.

## Person Specification

This form lists the essential and desirable requirements needed in order to do the job.

Criteria	Essential/ Desirable
<p><b>Knowledge and Qualifications</b></p> <p>PhD or equivalent experience in a social science</p> <p>Record of delivering high quality research</p> <p>Track record of work in an interdisciplinary team</p> <p>Knowledge of contemporary UK social policy trends</p> <p>Knowledge of the UK voluntary and community sector</p> <p>Knowledge of trends in social impact measurement/evaluation</p>	<p>E</p> <p>E</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p>
<p><b>Communication</b></p> <p>Excellent written and verbal communication skills and command of English</p> <p>Ability to communicate research findings to diverse audiences through various written, visual and digital media</p>	<p>E</p> <p>E</p>
<p><b>Planning and Organising</b></p> <p>Excellent organisational skills</p> <p>Commitment to and ability to set and meet deadlines</p> <p>Experience of project management</p>	<p>E</p> <p>E</p> <p>D</p>
<p><b>Teamwork, initiative and problem solving</b></p> <p>Ability to work flexibly as part of a team</p> <p>Ability to initiate, plan and deliver work on their own initiative</p> <p>Ability to analyse and evaluate issues to develop solutions</p>	<p>E</p> <p>E</p> <p>E</p>

Ability to manage casual researchers	D
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