



Enabling charity and justice
In the spirit of St Vincent de Paul

Research & Policy Officer

Recruitment Information

August 2023

Daughters of Charity Services

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Dear Candidate,

The Daughters of Charity were founded in 1633 by St Vincent de Paul and St Louise de Marillac with the primary mission of serving the poor and those in need in the model of Jesus Christ. Daughters of Charity Services was founded in 2012 to help sustain and develop the shared Vincentian charism and values which continue to serve as an inspiration and commitment across our group of member organisations.

Daughters of Charity Services operates as a family of charities across Britain, providing a diverse range of services to various communities in need of support, from working with Roma women and families in Glasgow, to providing homecare to elderly people living alone in Westminster. Each organisation is independently run, but forms a part of the Daughters of Charity Services family through their shared commitment to our Vincentian Values, and a commitment to collaborate in order to best serve those experiencing poverty, exclusion or isolation.

The Research & Policy Officer will be based within a small central team, and will also work closely with the group of charities, providing assistance as required with a wide range of research programmes. In addition to undertaking research to support the work already taking place across the Daughters of Charity Services family, the Research & Policy Officer will play a key role in helping to identify potential new initiatives within the group, ensuring that any such developments are in response to demonstrable need, and will help to fulfil our organisational mission.

Sincerely,

Mark Choonara, Chief Executive Officer

Daughters of Charity Services

Who We Are

Our Mission

Our family of Vincentian charities stand in solidarity with the most vulnerable people in our society, responding practically to present and emerging poverties and working to challenge structural injustice.

Our Vision

To live in a just society where the most vulnerable people are served with dignity, love and justice in the spirit of St Vincent de Paul.

Our Values

We work with and serve people of all faiths and none, drawing inspiration from our Christian roots and our Vincentian heritage. Our Vision and Mission are reflected in five core values, which are the driving force of all works within Daughters of Charity Services:

1. Serving people who are experiencing the effects of poverty
2. Respecting each person's dignity
3. Being compassionate and kind
4. Enabling choice and change
5. Acting in solidarity for justice

Our Strategic Aims (2021-2024)

Our current workplan is based upon three overriding strategic priorities for Daughters of Charity Services:

1. Continued development of our Vincentian resource hub

Building on the existing central resource hub, which provides consultancy-style tailored services to our family of charities, the Vincentian resource hub will develop and deliver a range of programmes and resources, including Vincentian Pastoral Care and Vincentian Values training and will facilitate collaboration at all levels to enable the delivery of shared aims across our charities.

2. Building Vincentian collaboration in the service of those living in poverty

We believe that in speaking out against structural injustice in unison with other members of the Vincentian Family in Great Britain, we will increase our impact and reach, and improve our chances of bringing about the type of systemic change which we believe is needed in order to make our society more just and equal.

We will, therefore, actively seek to develop a much stronger network of communication within the Vincentian Family, with a focus on increasing the impact of our advocacy through collective action.

3. A Vincentian response to emerging poverties

In building on the legacy of the Daughters of Charity, we recognise the need to continuously seek out the greatest poverties across society and put ourselves at the service of those most vulnerable.

This will mean the development of new initiatives, with justice, love and dignity as the grounding force of all such efforts. In seeking to meet such needs, whilst also addressing the underlying factors which led to them, we will draw on the knowledge, experience and expertise of those within the Daughters of Charity Services family, as well as those within the wider Vincentian family.

About the Role

Terms and Conditions

Job Title:	Research & Policy Officer
Contract:	Permanent, part-time 28 hours a week
Salary:	£29,400 (£36,750 FTE)
Reports To:	Chief Executive Officer
Location:	(Hybrid) St Vincent's Centre, Carlisle Place, London, SW1P 1NL

Role Overview

The role of the Research & Policy Officer will be to support the mission of Daughters of Charity Services through undertaking targeted research projects to ensure that the stories we seek to tell through the work of our member organisations, and the campaigns to challenge structural injustice on which we seek to lend our voice, are well grounded in a broader set of data.

The Research & Policy Officer will lead on the collation, analysis and reporting of data relevant to the work of Daughters of Charity Services and those we seek to serve through our family of member organisations. The post holder will also be responsible for identifying the most effective forms of evaluation for both our existing work and particularly for any new initiatives, in order to ensure that the impact of this work can be best identified and learned from.

The role will require a mixture of research methods to be successful. The majority of these will be qualitative in nature, and the successful applicant will need to be comfortable leading on qualitative projects. The successful applicant will preferably also have some quantitative research experience or knowledge, as the role will at times involve analysing administrative data to supplement our research projects.

The Research & Policy Officer will be responsible for working closely with the CEO, Group Communications Manager and the leadership of the member organisations to ensure that the focus of their research efforts align with the mission, ethos and Vincentian values of Daughters of Charity Services.

The Research & Policy Officer will play a central role in our advocacy work, both in terms of producing effective research that we can use to advocate, and in terms of communicating that research to those in positions to make change happen. The post holder will work with other members of the team to help build out our long-term advocacy strategy. They will help to ensure that we are targeting the right people at the right times with the right research and messages.

Key Responsibilities

- Gathering, collating and interpreting data as a solid evidence base on which Daughters of Charity Services can seek to campaign for systemic change in challenging structural injustice, on behalf of some of the most vulnerable communities in our society.
- Undertaking research and analysis to support the work of the Daughters of Charity Services group of charities operating across Britain.
- Preparing policy briefings, reports and presentations to summarise and communicate the key findings of your research.
- Conducting research and relating it to practical policy implementation.
- Contributing to the development of evidence-based policy ideas and solutions.
- Drafting and editing research outputs, which could include reports, summaries, blogs, policy documents, literature reviews, etc.
- Keeping up to date with political and policy developments across the UK and communicating these developments to relevant members of our group where appropriate. The post holder will develop a political calendar to inform our advocacy work, which will be supported by the Communications Manager. This work will have a particular focus on monitoring new and emerging poverties and the wider responses to them.
- Identifying the relationship between the first-hand experience of our group charities who serve those in need, and the broader trends in poverties and need identified by macro-level data. The combination of these broader trends with the stories of lived experience heard by our group charities will be key to our campaigning work.
- Liaising with and persuading key stakeholders both inside and outside of government in accordance with our advocacy initiatives and strategy, which the post holder will collaboratively develop with other members of the team.
- Supporting our group charities in relevant campaigns they are undertaking, assisting in developing an evidence base relating to the issues they serve. The post holder will use their technical expertise to assist the Communications Manager in the development of their outputs.
- Keeping abreast of key developments across the Vincentian Family, and other organisations dedicated to tackling inequality in accordance with Catholic Social Teaching.

The above list is not exclusive or exhaustive and the post holder will be required to undertake such duties as may reasonably be expected within the scope of the post. All members of staff are required to be professional, co-operative and flexible in line with the needs of the post. The duties and responsibilities may change and develop over time. Therefore this job description is subject to amendment, in consultation with you.

Person Specification

Experience

- Experience of leading on research projects
- Experience of writing and co-ordinating policy briefs
- Experience of gathering and critically analysing a wide range of appropriate data and evidence
- Experience of presenting the findings of your research to a wide range of audiences.
- Experience conducting qualitative and quantitative research.

Skills

- The ability to conduct research across a highly diverse range of areas of social need
- The ability to present potentially complex data in a straightforward and coherent manner and format.
- Excellent verbal and written communication skills.
- The ability to self-organise, meet deadlines and deliver results, juggling multiple tasks and priorities.
- Ability to work effectively with a wide range of partners, both internal and external.
- Ability to use various software for data analysis, such as R, Stata, Excel, Tableau, etc.

Knowledge

- Knowledge and understanding of poverty and social disadvantage, and its impact on people's lives.
- Knowledge of a range of research methods, including conducting surveys, interviews, case studies, etc.
- Understanding of the mechanisms of UK government and how to influence policymaking through advocacy.
- Understanding of the role of the Vincentian Family in responding to need, and the underlying commitment to the preferential option for the poor.

Values

Daughters of Charity Services is an organisation with Catholic faith roots and a Christian identity; however, we firmly believe that the Vincentian Values to which we are dedicated are accessible and relatable to people of all faiths and none.

Critical to the role is that the successful candidate must be confident in promoting the Vincentian and Christian identity of the organisation as central to understanding the nature of the work that is undertaken, and the principals of the preferential option for the poor which underly it.