

Job description

Job title:	Research Manager
Salary:	£31,000 to £33,000 per year
Contract:	Fixed term for one year
Hours:	35 hours per week
Directorate:	Research and Evaluation
Reports to:	Senior Research Manager
Direct/indirect reports:	None

Our mission

The National Literacy Trust empowers children, young people and adults from disadvantaged communities with the literacy skills they need to succeed. We work directly with young people and their families, with the 5,000 schools in these communities, with nurseries, prisons, YOs and through our teams leading community literacy programmes in 20 places in the UK facing the biggest literacy and poverty challenges. Our research makes us the leading authority on literacy and drives all our work. We are committed to becoming a more diverse and inclusive charity, better at listening to and working in partnership with the communities we exist to serve. Literacy is a vital element of action against poverty and our work changes people's life stories.

Purpose of role

You will play a key role in delivering our research programme, including managing our Annual Literacy Survey, one of the largest studies of its kind in the UK.

Working closely with the Senior Research Manager and the wider research team, you will coordinate all stages of the survey process: recruitment of schools, data collection, analysis and reporting. You will also support other research activities that strengthen our evidence base and inform programme development, communications and policy.

Key contacts

As well as working across our research and evaluation team, you will also work with our policy, development and communications teams, as well as with managers of our community and school programmes. External contacts will include partner organisations in education and the charity sector, schools and local authorities, funders, research consultants and academic collaborators.

Outline of responsibilities

- Lead the delivery of our Annual Literacy Survey, from planning and recruitment of schools through to data analysis and publication
- Work with schools, partners, and internal teams to ensure representative participation and smooth delivery
- Work with others to analyse large-scale quantitative datasets using appropriate statistical tools and techniques
- Produce clear, engaging and accurate written reports, briefings and data summaries for a variety of audiences
- Support dissemination of key findings through blogs, presentations and other methods
- Contribute to the design and delivery of other research projects aligned with organisational priorities
- Contribute to the synthesis of findings for reports, policy briefings and funding bids
- Uphold high standards of data protection, research ethics and methodological rigour
- Support continuous improvement in data management, coding and analysis
- Share insights and build capacity across the organisation in survey design, data analysis and interpretation

- Represent the charity in external research networks and partnerships

This outline is indicative and is not intended to provide a complete list of duties. The postholder will also be required to support activities that contribute to the growth and sustainability of the charity, and to the sharing and development of our organisational knowledge.

Person specification

Essential	Desirable
Postgraduate degree in research, education or social policy Experience of managing or delivering research projects Knowledge of quantitative and qualitative research methods and data analysis Proficiency in data analysis tools (e.g. SPSS, Excel) Ability to interpret and communicate data clearly to non-specialist audiences Strong organisational and project-management skills Collaborative working style and ability to manage multiple deadlines	Knowledge of current UK education/literacy policy Experience with survey software (e.g. Smartsurvey, Surveymonkey or Qualtrics) Experience managing external research suppliers or partners

Summary of terms

Location:	You will be able to work regularly from home around the requirements of your role for in person meetings or travel. However, you will be contracted to our office at 68 South Lambeth Road, London SW8 1RL, and responsible for your travel to London when necessary.
Flexible working:	We have a flexible working culture and encourage all staff to work in a way that enables them to be most effective in their role. This role will involve occasional out of hours working and time off in lieu will be granted for any additional hours worked.
Travel:	This role may require national travel. Travel expenses will be paid when incurred in line with our expenses policy.
Safeguarding:	We are committed to safeguarding all those who come into contact with our work and all staff are required to follow our safeguarding policy for children, young people and vulnerable adults. This role is also subject to a Disclosure and Barring Service check.