

Research Manager (maternity cover)

Job applicant
pack

February 2024



Refugee Education UK

Thank you for considering a role at REUK

“At Refugee Education UK (REUK), we’re all about equipping young refugees to build positive futures by thriving in education.

As we endeavour to build a kind and competent team, we recognise that a candidate’s previous experiences, exam grades and job titles are not the full picture and therefore consider the impact of the context in which a candidate has worked or studied. We are committed to tackling the barriers which prevent people from accessing and enjoying equal opportunities and are doing our best to become a more actively anti-racist organisation.

Please read on to find out more about this particular role and do [get in touch with our team](#) if you’d like to chat things over before applying.

Thank you for your interest in joining our team.”

Catherine Gladwell, CEO

Key details

Job title	Research Manager (maternity cover)
Hours	Full-time or part-time (3 - 5 days per week)
Salary	£37,485 (Band B0) for 5 days / pro rata for 3 or 4 days
Contract	June 2024 - July 2025 (13 months)
Location	One of REUK's offices in London, Birmingham or Oxford. The post holder will be expected to work in person in one of the REUK offices at least 3 days per week and as requested. Occasional travel across the UK may be required.
Reports to	Chief Executive
Closing date	9am, Monday 18 March
How to apply	See page 22 of this applicant pack. (Please ensure that you have fully read this applicant pack before applying.)
Other essential information	<p>Please note that you must have the right to work in the UK and/or a visa that allows you to work in the UK for the duration of this contract.</p> <p>As the role involves regular contact with children and vulnerable young people and their data, the successful candidate will have to undertake a DBS check and all those invited to interview will be required to complete a self disclosure.</p>

An introduction to REUK

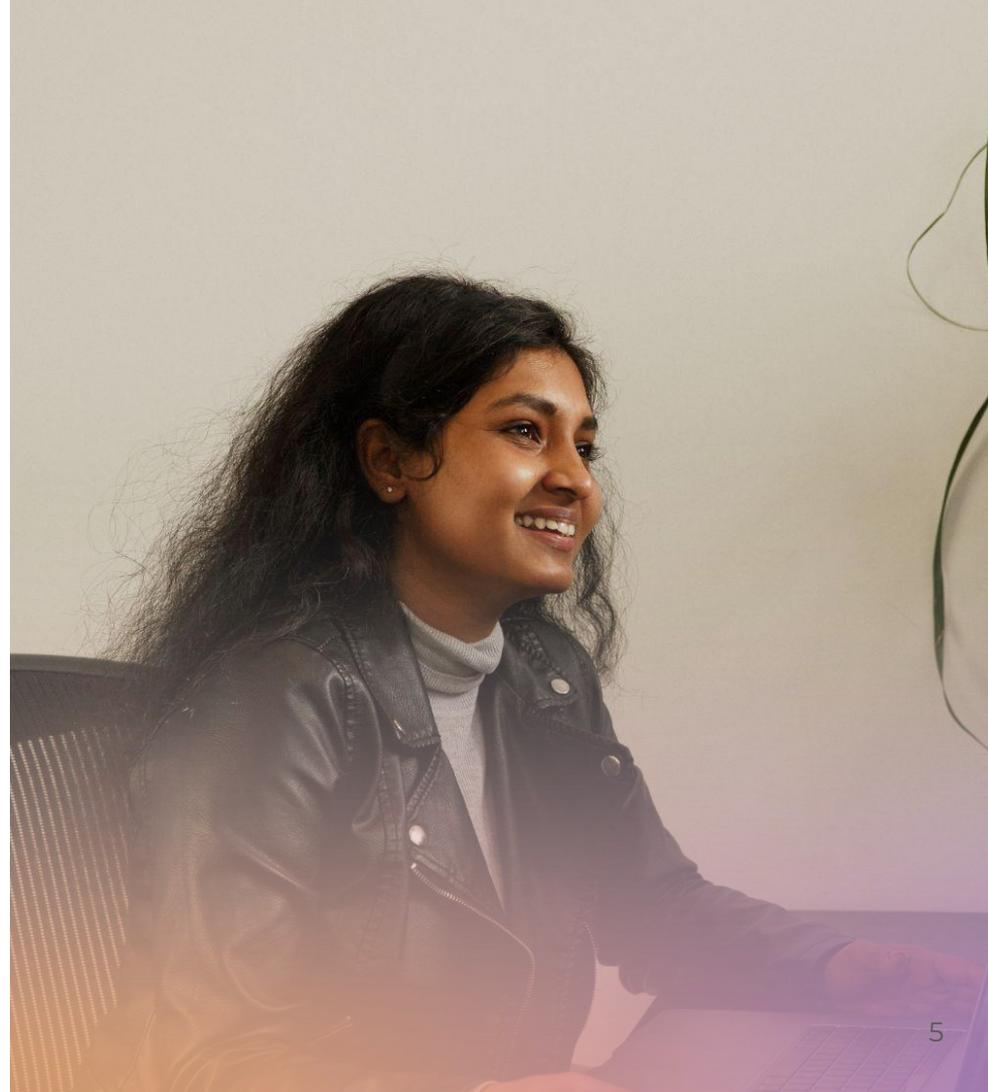
An overview of
REUK's work,
values and ethos

Our mission

At [Refugee Education UK](#) we are working towards a world where all refugee children and young people (including those still seeking asylum) can access education, thrive in education, and use that education to create a hopeful, brighter future.

Our work is structured around three key goals:

- **Facilitating access:** All refugee and asylum-seeking children and young people are able to access an appropriate level of education from primary through to tertiary education;
- **Improving outcomes:** All refugee and asylum-seeking children and young people thrive in education, reaching their academic potential and experiencing high levels of psychosocial wellbeing;
- **Ensuring impact:** All refugee and asylum-seeking young people, and the communities they are part of (both countries of origin and host countries) benefit from the investment in education.



Our work

Through our direct work with 14-25 year old refugees and asylum seekers, we provide timely and accurate advice, support and advocacy about access to all levels of education; match young refugees with volunteer educational mentors to help them reach their academic goals; provide holistic casework and wellbeing support to those who are struggling; and train young leaders to be the change they want to see in the world.

Our capacity-building work with schools, colleges, universities, local authorities and voluntary sector organisations helps to embed change and amplify good practice, and our research examines refugee education globally, contributing to the evidence base on what does, and doesn't, work.

Our ethos

REUK was started as a small, local project in north west London by a group of volunteers from a local church who believed that one of the practical outworkings of the Christian faith is to welcome, dignify and support those who have been displaced.

Today, as a medium-sized national charity, we remain committed to the importance and relevance of our Christian ethos in our our values, behaviours and decision-making.

We respect the role of faith in people's lives and enjoy learning from the wide range of beliefs and religious backgrounds represented by our diverse staff team. We work indiscriminately with young refugees from all faith backgrounds and none.

Our values

Our team is united around the values which underpin our work:

A foundation of hope

We have a deeply held belief in hope – in good times and in bad - and invest in education as a practical demonstration of our belief in the potential for hopeful futures.

Valuing the individual

We believe that each person is precious and should be treated with kindness and dignity. We honour and respect everyone we work with – young people, colleagues and other professionals - and practice self care within our team, doing our best to work from place of rest and peace.

Changing the landscape

We know that structural change is needed. Together with the young people we work with, and have worked with, we conduct research, make policy recommendations and train others – in the hope that one day our work will no longer be needed.



About the Research Manager (maternity cover) role

Role outcomes
and person
specification

Role background and overview

Refugee Education UK carries out high-quality, rigorous and bold research into refugee education, and uses this research to influence the policies, systems and practices that enable young refugees to thrive in education. We have a track record of 10 years of impactful, timely and relevant research that has influenced change in the refugee education sector in the UK and internationally.

REUK is recruiting a Research Manager (maternity cover). The role of the Research Manager (maternity cover) will be to lead and manage REUK's research portfolio, and to ensure this research maintains and develops REUK's external position as a thought leader on refugee education practice and research. We are looking for someone who is truly passionate about the potential of research to influence the policies and practices that affect refugee children and young people's ability to access and thrive in education.

We want to hear from experienced social researchers who can demonstrate excellent research, project management and writing skills and experience, alongside a strong track record of research business development.

Role outcome 1:

REUK delivers high-quality, youth-centred and ethical research on refugee education on time and within budget

To this end, key responsibilities include:

- Planning, managing and undertaking research studies throughout the research cycle – from conceptualisation to dissemination
- Liaising with and managing relationships with colleagues, partners, donors and clients to deliver projects on time and within budget
- Ensuring high ethical standards for research with refugee children and young people are incorporated into all research projects and processes
- Working closely with colleagues in the operations team to manage research budgets, tracking income and monitoring appropriate spending
- Writing and publishing high-quality research reports and other research outputs (including academic articles)

Role outcome 2:

REUK's research portfolio continues to grow and is funded

To this end, key responsibilities include:

- Proactively identifying relevant funding opportunities for research, including relevant consultancy, partnership or strategic opportunities
- Responding to these opportunities and writing high-quality research funding proposals and bids
- Building and maintaining positive relationships with potential research partners and funders

Role outcome 3:

REUK's research
influences refugee
education policy and
practice

To this end, key responsibilities include:

- Representing REUK to deliver research presentations to a variety of audiences, including at academic, policy and practice conferences and events (online and in person)
- Developing strategies for the accessible and impact-focused dissemination of research products and learning, and working closely with communications colleagues, REUK's youth advocates (and others), to ensure implementation of these strategies
- Translating research into influencing products, including policy briefs

Role outcome 4:

REUK's research team is provided with excellent line management

To this end, key responsibilities include:

- Providing line management to REUK's research team (Research Officer and Research Assistant) including through regular 1:1s, objective setting, development support and pastoral support
- Managing the delivery and standard of research tasks allocated to research team members on key projects
- Ensuring REUK's team of refugee youth peer researchers are supported to play a significant role in REUK research

Person specification

To deliver the role's outcomes, the postholder will be required to possess the following competencies (skills, behaviours and experience)

Person specification (required competencies)

Although each role requires particular competencies (see 4 below), we seek staff members - irrespective of role - who are willing and able to demonstrate core competencies related to 1) character and values, 2) personal working style and 3) team working.

1) Character and values

- **Integrity:** Earns trust, maintains confidences, speaks plainly, truthfully and kindly, takes responsibility and apologises for their mistakes and demonstrates humble confidence.
- **Values-led:** Is able to articulate their own values and is aligned with REUK's values (a foundation of hope, valuing the individual and changing the landscape).
- **Willing and able to work in line with REUK's Christian ethos:** Whether Christian or not, understands and engages with the importance and relevance of REUK's Christian ethos in our values, behaviours and decision-making.
- **Mission-driven:** Is committed to and motivated by REUK's mission of enabling young refugees to build positive futures by thriving in education, seeking to ensure that young people's perspectives are heard and valued.
- **Stewardship:** Appreciates and honours the mission and resources that have been entrusted to our team, seeking to be wise and generous stewards of our time, money, gifts and skills.

2) Personal working style

- **Self care:** recognises their limitations and has developed and practices effective self care to avoid burnout, including the ability to maintain appropriate boundaries in order to keep workload at a sustainable level.
- **Self management and prioritisation:** plans their time well, displays flexibility and prioritises wisely when juggling competing tasks, deadlines and work streams, manages high pressure situations and maintains attention to detail while keeping sight of the bigger picture.
- **Self-awareness:** works well independently, asks appropriate questions to make evidence-informed decisions and is confident to make such decisions on their own whilst recognising when it is appropriate to seek advice, input and/or support from others.
- **Motivation:** committed to excellence and seeking to work to the best of their ability for the benefit of REUK and those we serve.

3) Team working

- **Contributes to a kind, other-focussed organisational culture** by taking time to build relationships with colleagues, speaking affirmingly of others, being helpful, kind, generous and sensitive to their needs, celebrating and enjoying life together, and participating actively in relevant meetings.
- **Communication skills:** Communicates clearly, appropriately, promptly and warmly - both verbally and in writing.
- **Cultural competency:** Is sensitive to cultural differences and behaves respectfully and appropriately in a multicultural team.
- **Willing and able to work in line with REUK's brand and our policies and procedures,** including safeguarding, EDI (equality, diversity and inclusion) and data protection.
- **Ability (or willingness to learn how) to use the technology required for effective team working,** including email, online meeting forums, shared calendars and drives and case management tools.
- **Mutual coachability:** Gives and receives constructive feedback kindly, calmly, honestly and humbly, demonstrating a willingness to learn and grow personally and to invest in the development of others.

4) Role-specific competencies

Research and writing skills

- Strong track record in research work for INGOs, NGOs or UN agencies
- Experience of working with university partners on research projects
- Excellent writing skills, evidenced through high-quality written inputs into research reports, academic papers, policy briefings or other research outputs
- Expertise in and experience of implementing child- and youth-centred research methods, including an understanding of ethical principles for research with at-risk children and young people
- Excellent qualitative data analysis skills
- *Quantitative data analysis skills (desirable)*

Interpersonal and communication skills

- An ability to maintain positive working relationships with internal colleagues and external partners and stakeholders, including in complex situations
- Strong communication skills, and confident communicating with and presenting to a range of audiences – from those with very little English to senior staff within partner or donor organisations

Research business development

- Confidence in identifying and responding to opportunities for research funding in the education or refugee sector, including through responding to calls for proposals, consultancy opportunities, and/or applying to trusts and foundations for research funding
- A track record of playing a significant role in securing new research funding (commissions or grants)

Project management

- Experience project managing complex research initiatives or other projects on time and within budget
- Excellent planning and organisational skills with the ability to oversee complex schedules and meet deadlines
- Excellent attention to detail, thoroughly accomplishing a task by paying attention to all the areas involved
- Ability to work independently and show initiative – and recognising when it is appropriate to discuss with the Chief Executive or the wider team
- *Experience of managing budgets (desirable)*

4) Role-specific competencies (continued)

Line management

- Experience of line managing others, including supporting and encouraging the professional development of direct reports
- Demonstrable empathy, integrity, and the ability to motivate and inspire others to achieve excellent results

Knowledge and experience

- A good understanding of the key issues in refugee education, both in the UK and internationally – and a willingness and ability to learn and grow quickly in this thematic area
- Commitment to their perspectives of young refugees being centred in research
- At least five years' research experience in a relevant sector, including but not limited to the UK forced migration sector or the education in international development sector
- *Master's or PhD in a relevant subject (desirable)*

Terms, conditions and how to apply

Equality, inclusion and representation

We are an equal opportunities employer and we want **all** staff members, in spite of their differences, to know that they are welcomed, respected and included at REUK, able to do their jobs free of discrimination.

Increasing lived experience and racial diversity

At REUK we work with young people from forced migration backgrounds, the majority of whom have experienced racism.

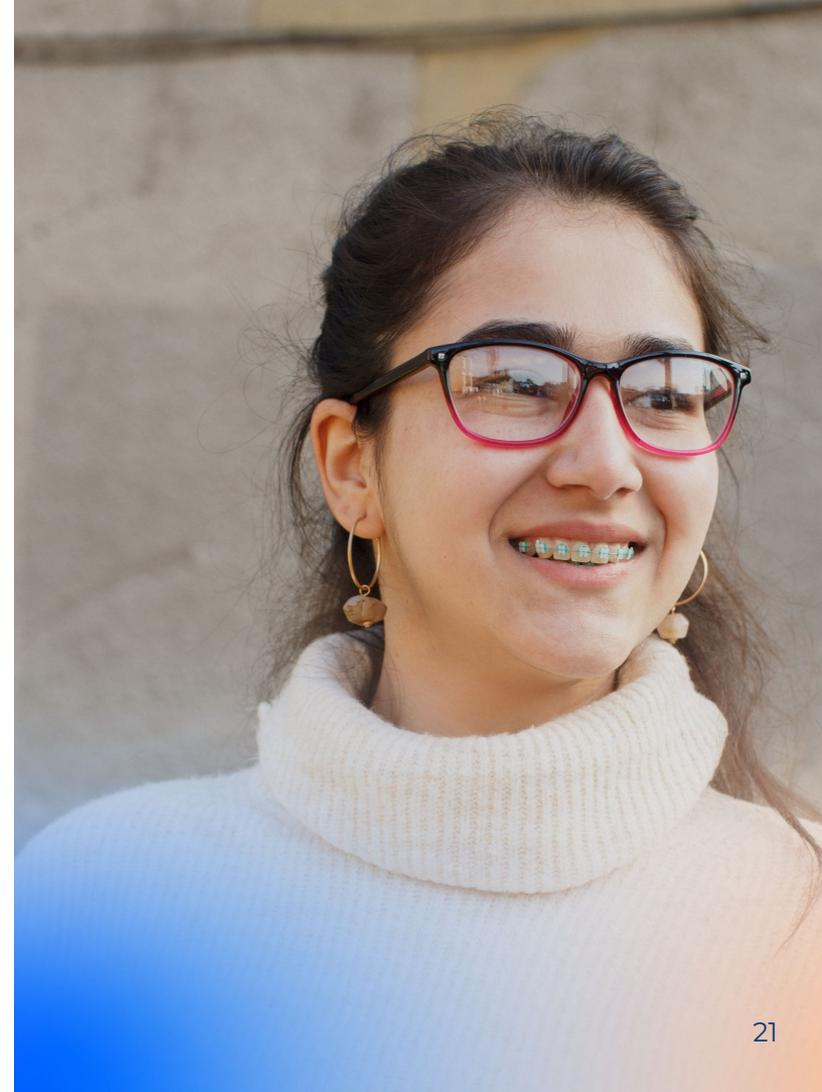
We recognise the positive impacts for young people of engaging with professionals who represent them, both in terms of relevant lived experience and racial identity. Furthermore, we recognise the wider benefits of this diversity to REUK and want to play our part in addressing racial injustice within our sphere of influence.

Therefore, another key priority in our recruitment decision-making - in addition to our overarching goal of employing kind and competent people with integrity - is to increase the racial diversity of our team and to grow the number of those with lived experience of forced migration and/or lived experience of navigating the educational and wellbeing barriers regularly faced by the young people we serve.

Promoting equality and inclusion in our recruitment processes

As we endeavour to build a kind and competent team which better represents the young people we serve, both in terms of lived experience of forced migration and racial diversity, we recognise that not everyone will have had equal opportunities to access and thrive in prior education and employment and that exam grades and previous job titles are not therefore the full picture. We are committed to breaking down barriers to inclusion by making our recruitment processes as accessible and equitable as possible, including by involving a diverse range of perspectives in shortlisting, progressing as many people as possible to face-to-face interviews and offering appropriate on-the-job training and support to new joiners.

If you require reasonable adjustments in order to carry out the role or attend an interview at REUK due to a disability, caring responsibilities or any other reason, please give details in your cover letter or get in touch with Amy Ashlee, Research Manager (jobs@reuk.org) to discuss further. Please also contact Amy if you would like to discuss your suitability for the role before applying.



Terms and conditions

The role is **3-5 days a week** and is based in London (NW10), central Birmingham or Oxford. While we are happy to consider hybrid working options, we anticipate the postholder being required to be in the office for a minimum of three days per week for the purpose of growing a deeper understanding of REUK's work through regular in-person engagement with colleagues.

The starting salary is £37,485 (Band B, increment 0) for 5 days and pro rata for 3 or 4 days. The package also includes **a workplace pension and 25 days annual leave** for 5 days and pro rata for 3 or 4 days.

In line with our safer recruitment policy, the successful candidate will have to undertake a **DBS check** and all those invited to interview will be required to complete a declaration of suitability and provide references.

How to apply

Apply by submitting a cover letter (no more than one A4 page) and CV to Amy Ashlee **via [CharityJob](#) by 9am on Monday 18th March**. Your cover letter should include:

1. Why you would like to work at REUK generally and this role specifically;
2. Why you think your skills and experience make you a good candidate for this role;
3. When you could start the job if you were to be offered it (and how many days per week you would like to work).

Applicants will be required to complete a task in advance of an interview and references will be taken up prior to appointment. **Please note that you must have the right to work in the UK and/or a visa that allows you to work in the UK for the duration of this contract.**

