

**Research Coordinator  
Grade E  
1 Year Fixed- term Contract**

Booktrust is an independent UK-wide charity dedicated to encouraging people of all ages and cultures to enjoy books. The written word permeates all our activity and helps us to fulfil our vision of inspiring a lifelong love of books for all.

**Job Purpose**

The purpose of the role is to assist in developing an evidence-base to support Booktrust's mission and activities. This will involve two key responsibilities:

- Collating and analysing external research and policy and disseminating key findings to internal and external audiences
- Commissioning and designing evaluation programmes to measure the performance of Booktrust's programmes and projects

**The post holder will report to the Research Manager**

**Key Responsibilities:**

- To proactively keep abreast of external research and policy developments relevant to Booktrust and provide analysis and summaries for internal and external audiences
- To help develop a bank of key evidence on Booktrust's programmes and activities that supports the organisation's mission and core values and underlines strategic concerns
- To disseminate research findings and evaluation evidence across the organisation and ensure that its relevance is understood and contributes to external messaging
- To assist with designing appropriate evaluation tools and monitoring systems for programmes and projects across Booktrust, with particular focus on children's bookgifting programmes, Bookstart, Booktime and Booked Up
- To oversee external evaluation commissions, acting as key Booktrust representative in liaisons for external contractors, coordinating input from programme teams and Research department

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- To work with projects and promotions across Booktrust to advise on evaluation and monitoring and provide assistance as appropriate.

### **Principal Duties:**

- To regularly review and take note of research and policy developments relevant to Booktrust, writing and disseminating findings through summaries and reports
- To review existing data and information on Booktrust programmes and activities and create an evidence bank of key findings to support external messaging
- Liaising with bookgifting project teams to design appropriate evaluation tools, including online surveys, questionnaires, audits, interviews, and focus groups
- To act on behalf of research department and bookgifting programme teams in design of external evaluations and coordinate programme input into conduct and delivery of evaluation tasks
- To work proactively with projects and promotions at Booktrust to develop evaluation capacities with advice, guidance, design and implementation of evaluation where appropriate
- To contribute to the publication and dissemination of research and evaluation findings through report writing and presentations
- To liaise with external research agencies carrying out research on behalf of Booktrust, helping to monitor progress and respond to queries

### **General Duties:**

- Being an active member of the development team, participating in meetings and supporting colleagues
- Providing regular progress reports to Research Manager
- Carrying out all duties in line with Booktrust policies and procedures and being prepared to undertake additional reasonable duties, as required
- To promote Booktrust and its vision and values in all activities, both internally and externally, with stakeholders and the general public

## **Person Specification**

### **Qualifications, knowledge, and experience:**

#### **Essential:**

- Degree in social science subject
- At least two year's practical experience in social science research projects using quantitative and qualitative methodologies.
- Strong analytical skills with knowledge of statistics
- Effective communication skills – both oral and written – with colleagues at all levels in the organisation and the ability to convey technical issues to a range of audiences
- Good time management skills and ability to work under pressure

#### **Desirable:**

- Experience of research in the public or charity sector
- Knowledge and/or experience of government policy related to reading, early years, primary/secondary education, libraries.

### **Staff Competencies:**

- Creativity & Innovation
- Personal Effectiveness & Expertise
- Communication
- Team Work
- Managing self and others
- Self Development
- Commitment and Integrity

### **Special conditions of the post:**

This role will be based at our Wandsworth office in London, the post holder must be willing to travel within the UK and to work out of office hours, if required, including occasional evening and/or weekend meetings and events