



## Research Manager - Job Description

Location:	Flexible, working from home anywhere in the world
Contract type:	Full time position (maternity cover - initially 6 months)
Salary:	£46,995 - £50,171
Reporting to:	Head of Technical Support
Responsible for:	Research and Advocacy Officer

### About us

We are Family for Every Child, a global alliance of national civil society organisations working together to improve the life of vulnerable children worldwide. We believe that, to reach their full potential, children have the right to grow up in a safe family environment.

What makes our alliance unique is that it brings together grassroots organisations from around the world that have a deep understanding of the local challenges and needs of children and families in their communities, in their countries, in their culture. Together, we have a stronger international, regional and national voice to advocate for change for the children in their countries, we learn from each other, we cooperate in projects together and with external partners, and we carry out context-based research that helps us advance our cause for children.

Our work is supported by a small but engaged and diverse team of professionals based around the globe. We value the diverse talent within our team. We have a genuinely friendly and supportive culture and understand how important it is to balance work and life. Our people are committed to doing their best and welcome the challenges and development opportunities our work creates.

### About the role

Research is a key component of our work, generating the knowledge and evidence we need to develop policies, improve practice on the ground and advocate effectively for change. We carry out both desk-based and primary research, with much of our primary research focused on participatory work with children. This post offers an exciting opportunity to lead our research agenda and to contribute to our wider programme of support to members.

You will be responsible for managing existing research projects on social protection and education and their links to care, as well as other new care-related projects as decided by members. You will also deliver desk-based research and draft and develop short policy papers. You will be responsible for building member research capacity, and supporting a community of practice on research which will allow members to exchange research expertise between one another. You will help members to develop research-related project proposals, review such proposals for possible funding, and provide follow-up support to members carrying out research. You will act as a focal point for around four members, orienting new members to the opportunities that Family provides and promoting member engagement in our work.

### About you

We are looking for someone with both sound research and project management skills and an excellent knowledge of child rights and child protection.

You will be willing to work sometimes outside of designated working hours to allow for the collaboration with colleagues located in different international time zones. Excellent

command of English (oral and written) is a must, but working knowledge of Spanish, Portuguese, Russian, Arabic or French would be appreciated.

*This post has a flexible location and we particularly welcome applicants who can broaden our global reach.*

## **Job Description**

### **Scope and Limits of Authority**

- Significant budgetary responsibility for overseeing grant fund allocation and delegated spend authority for the department
- Line management of the Research and Advocacy Officer
- Responsible for adapting and delivering the research components of Technical Support team and organisational strategic plan
- Managing all research outputs.

## **Key Responsibilities**

### **Research Management**

- Oversight of the research components of the Family for Every Child strategy, contributing to any reviews of this strategy as it relates to research.
- Managing primary research projects – facilitating members to determine research topics, questions, and methods, and working with members to ensure the timely delivery of research projects.
- Directly delivering research projects – designing research tools, building capacity of members as needed, and providing distance and hands-on support to data collection, analysis and report writing in collaboration with members.
- Managing others to carry out research – identifying consultants or research institutes, liaising between consultants and members, quality controlling outputs.
- Liaising closely with the advocacy team to ensure that research is useful and will lead to policy change.
- Carrying out desk-based research or commissioning and managing others in desk-based research.
- Ensuring research outputs are clear, concise, useful, in line with Family for Every Child's conceptual framework and meet advocacy and communication needs. This may include editing reports written by others, developing short summaries of research outputs and drafting reports.
- Identifying potential research partners, building strategic partnerships with research institutes and support scoping of affiliate members.
- Providing technical inputs into research managed by the Technical Cooperation Team.
- Ensuring that all research supported by Family for Every Child is carried out in an ethical manner, and adheres to Family for Every Child's Standards for Consultation and Research with Children; developing and promoting tools to support implementation of the standards.
- Overseeing the monitoring and evaluation of research projects and reporting on research internally and when necessary to external donors.

### **Member Engagement**

- Developing short policy papers on specific care issues under the guidance of a reference group of members.



- Building member research capacity, either as part of research projects, or through other means (e.g. peer-to-peer, distance and face to face / hands-on support; and sharing useful research tools).
- Mentoring members to present findings at international conferences; submitting papers to research journals and technical conferences.
- Supporting members to develop internal grant applications for research initiatives that are in line with Family for Every Child's conceptual framework and their organisation's priorities; reviewing grant applications that are submitted, and providing ongoing support to members carrying out research projects.
- Acting as a focal point for around four Family for Every Child members, most likely in Africa and the Middle East, encouraging the full engagement of these members across all Family for Every Child activities, and providing support as needed, including bi-annual engagement calls.
- Contributing to bi-annual plans and reflection processes as they relate to research and managing a budget including quarterly forecasting.

### **People Management**

- Managing the Research and Advocacy Officer to ensure they fulfil their role to the best of their ability and in accordance with Family's policies and procedures in order to support the research portfolio of the organisation; managing their performance, training and development.

### **Person Specification**

We are looking for a professional with the following experience and skills:

#### **Knowledge**

##### *Essential*

- Postgraduate degree or equivalent, with a strong understanding of different social research concepts and approaches
- Sound knowledge of child rights and child protection
- Sound project management skills and experience e.g. developing work-plans and budgets, budget forecasting, onward granting, monitoring progress and spend etc.
- Range of participatory tools / theoretical justifications for participatory research
- Ability to carry out desk-based research
- Basic understanding of quantitative methods / approaches
- Sound understanding of research ethics, particularly as they relate to vulnerable children
- Basic knowledge of means of evaluating and learning from research processes
- Excellent written and spoken English and ability to write clearly and concisely.

##### *Desirable*

- Knowledge of children's care (support to families to avoid separation, provision of alternative care, reintegration)
- Working knowledge of Spanish, Russian, Arabic, French or Portuguese.

#### **Experience**

##### *Essential*

- Carrying out participatory research with children, particularly with vulnerable children or those in difficult circumstances.



- Analysing qualitative data and report writing to a high level for an international audience
- Capacity building for research, particularly with staff or students working in resource-constrained settings
- Research project management, including managing budgets; delivering on time and within budget
- Desk-based research - literature reviews / phone interviews, working in different languages and contexts
- Managing / engaging with research consultants and/or research institutes
- Ability to convey complex information, clearly and concisely to a wide range of audiences, including busy civil society staff, technical experts, policy makers and practitioners.

#### *Desirable*

- Experience of child-led research and/or innovative tools such as digital storytelling or participatory video
- Managing research projects carried out by national NGOs
- Conducting / managing quantitative research

#### **Skills and Personal Attributes**

- Respectful, empathetic and supportive approach to work with national civil society organisations, which seeks to identify and build on strengths, and acknowledges the challenges such agencies face in their day to day work.
- Experience of working in a multicultural setting, ideally in more than one language, demonstrating understanding of working internationally
- Humility to embrace the members' rich heritage whilst driving a process of continuous improvement.
- Flexible, willing to contribute to other streams of work (as is frequently required in a small organisation) and adaptable; able to tolerate delays, problem solving
- Able to negotiate and achieve positive outcomes when difficulties arise
- Reflective, and willing to learn from experience
- Flexibility to work across time zones, including at least 2 hours per day between 9am and 12.30pm GMT.
- Willing to adhere to our child protection, whistleblowing and anti-bribery policies
- Willing to travel (generally 6-8 weeks, but up to a maximum of 3 months per year)

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#### **Benefits**

We offer a flexible working environment with generous benefits to support your work and personal life:

- 33 days annual leave, with additional days off between Christmas and New Year
- 7.5% matching pension contribution (or cash allowance) and life assurance
- a generous training budget and study leave days to help you develop to your full potential
- enhanced sick pay and maternity pay