

JOB DESCRIPTION

(To be read in conjunction with Person Specification)

Development Team

POST:	Development Researcher
SALARY:	NJC SCP 23
ACCOUNTABLE TO:	Head of Development
RESPONSIBLE FOR:	N/A

ORGANISATIONAL EXPECTATIONS:

Inspire North aims to provide a high-quality customer service adhering to the principles of best practice, promoting equal opportunities, and working positively with diversity. Inspire North is an ambitious, forward thinking organisation and you must be committed to developing and enhancing the services we provide.

The organisation expects all its employees to carry out their duties in a professional manner with a client focus, ensuring that respect and courtesy is shown to them, colleagues, other service providers and all those in contact with the organisation. You are expected to uphold the values and ethos of Inspire North at all times.

OUTLINE OF POST:

The Development Researcher will be a key supporting role within the Development and Innovation Directorate, facilitating the organisation's growth and sustainability ambitions. The successful candidate will support the team to diversify our organisational funding, drive innovation, and develop strategies, thereby making a valuable contribution to the future of the Inspire North group.

You will undertake desk-based research and analyse data to support preparation for public sector bids and grant funding proposals. You will gather intelligence to support the team to identify new and best practice developments in sectors relevant to our work. You will also research policy developments, developing written reports and delivering presentations on your findings, to help to inform strategic decision making.

MAIN TASKS:

- Undertake a range of research tasks to support:
 - Bid Managers to develop high quality funding bids
 - the development of new funding proposals,
 - the establishment of new partnerships in the public and private sectors,

- the identification of service innovations,
 - the creation of organisational fundraising campaigns,
 - the development of strategies and plans.
- 2.** Keep up to date with key social, political, and economic developments and conduct regular policy analysis, providing verbal and written briefings on the potential impact of policy decisions on the Inspire North group
 - 3.** Assist with the drafting of policy positions on a wide range of local or national social justice issues on behalf of the Inspire North group, including responding to consultations.
 - 4.** Undertake desktop research to identify new best practice developments in the mental health, housing, and domestic abuse sectors in the UK and beyond, providing regular summaries to the Head of Development.
 - 5.** Support the Fundraising and Grants Lead to undertake high quality research on individuals, corporations, and foundations in support of income generation activity.
 - 6.** Gather and analyse data and information for use within funding applications and bids, ensuring it is appropriately recorded and kept up to date.
 - 7.** Inform the development and drafting of publications (reports, policy briefings, infographics) to share with key stakeholders, particularly funders, on a periodic basis.
 - 8.** Support the team through facilitation of workshops and preparation of presentations.
 - 9.** Support consultations with internal and external stakeholders - including colleagues, clients, or members of the public, as required.
 - 10.** Help to develop and maintain relationships and collaborative ways of working with research institutions, statutory bodies and other relevant stakeholders, to secure updates and share information.
 - 11.** Manage the organisation's stakeholder map, facilitating its effective use and ensuring it is kept updated.
 - 12.** Support the positive promotion of Inspire North's values and reputation, representing Inspire North at external forums or groups, as required.
 - 13.** Contribute towards team financial and performance targets.
 - 14.** Demonstrate a strong commitment to the principles and practice of equality, diversity and inclusion.
 - 15.** Adhere to and keep up to date with policies, guidelines, procedures and practices.
 - 16.** Participate in regular supervision, team meetings and other meetings as required.
 - 17.** Represent Inspire North in a knowledgeable and professional manner at all times.

18. Maintain appropriate professional boundaries at all times.
19. Identify own training and development needs in conjunction with your line manager and participate in training opportunities as directed.
20. Partake in Inspire North's Personal Development Review system.
21. Any other duties commensurate with the grade and level of responsibility of this post.

Please note this job description is intended to provide a guide to the general duties and responsibilities of the role the post holder is expected to adopt a flexible approach to the tasks. It should not be regarded as a contractual document. It will be reviewed regularly and may be varied at the discretion of Inspire North.

Person Specification

Development Researcher - Development Team

The person specification should be read in conjunction with the job description. It is used at the short listing and interview stages to decide how suitable each candidate is to take on the role.

Inspire North does not necessarily expect that each candidate will fulfil all the criteria listed in the Desirable column but any 'gaps' could form areas for development in the future.

Approach	Essential	Desirable	Identified by: A=application I=interview E=exercise
Demonstrate understanding and commitment to equal opportunities and diversity	✓		A, I
Demonstrate a commitment and enthusiasm for working with our client group	✓		A, I
Able to build and maintain relationships whilst maintaining appropriate professional boundaries	✓		A, I
Demonstrate a willingness to participate in shaping the future of the organisation by taking on responsibilities and projects in addition to core workload	✓		I
Demonstrate a commitment to enabling and empowering clients to become actively involved in Inspire North and its Associated Companies	✓		A, I
Knowledge & Skills	Essential	Desirable	
Excellent research skills, including proven ability to use research tools	✓		A, I, E
Excellent organisational skills and the ability to manage multiple priorities and meet deadlines	✓		A, I
Excellent writing skills, with the ability to collate and disseminate complex information	✓		A, I, E
Excellent technical literacy of Microsoft Applications e.g., Word, Excel, Power point, Outlook, Access	✓		A, E
Excellent verbal communication skills, with ability to build and maintain productive working relationships	✓		I

Positive, proactive and solutions focused with high levels of initiative	✓		A, I
Good knowledge of health, housing, homelessness, social care, and/or domestic abuse policy		✓	A, I
Have access to a car for work purposes and hold a full current UK driving licence		✓	A
A second Language e.g. Urdu, Polish, BSL		✓	A
Experience	Essential	Desirable	
Experience of data/information analysis	✓		A, I
Experience producing high quality written reports in a professional or academic setting	✓		A, I
Experience developing and delivering high quality presentations	✓		I
Experience of working in the voluntary sector or within a health and social care setting		✓	A, I
Experience of homelessness, domestic abuse or mental health either as a person who has used services, a carer, worker or volunteer		✓	A