

JOB DESCRIPTION

Job Title:	Research and Impact Manager
Main Purpose of Job:	<p>The Research and Impact Manager will drive the society's research programme, initiating, managing and delivering strategic research projects, and work to ensure that all of the work we do throughout the Society is underpinned and supported by robust research. The post-holder will be responsible for identifying and leveraging opportunities to promote TVS' research work through appropriate platforms and groups and ensuring that the society's output is always evidence based.</p> <p>The postholder will also be responsible for carrying out regular assessment, reporting and evaluating of how far the Society is meeting its strategic objectives and key performance indicators. Other core elements of the role will be line-managing the Research Officer, project management of research and activity, bringing timelines to fruition and achieving KPIs.</p>
Department:	Campaigns, Policy and Research (CPR)
Responsible to:	Head of CPR
Responsible for:	Research Officer and work closely with two Campaigns/Policy/Research Assistants
Based:	Hybrid
Salary:	<p>Starting Salary: £35,411 - £43,693 (depending on experience)</p> <p>Salary reviews apply</p>
Benefits:	<ul style="list-style-type: none"> ▪ Flexible working hours ▪ Ethical pension scheme (5-7% employer contribution) ▪ Employee assistance programme and health cashback scheme ▪ Death in service benefit ▪ 28 days leave + 8 bank holidays (25 days annual leave & 3 closure days) ▪ Cycle to work scheme ▪ Animal companion compassionate leave ▪ Climate perks policy (up to 6 days additional paid time off when choosing sustainable transportation for foreign holidays)
Term:	Permanent
Hours:	<p>37.5 hours per week</p> <p>Occasional out-of-hours working may be required to attend events and meet critical business needs.</p>

JOB ACTIVITIES

Duties and Responsibilities:

Research

1. Develop and drive innovative research projects which support TVS strategy.
2. Effectively brief, commission and manage external research partners such as agencies or academics.
3. Conduct original research where appropriate through desk research, questionnaires, interviews and/or focus groups
4. Contribute to and oversee the development of research publications including research reports, briefings, consultation responses, articles or blogs
5. Monitor and horizon scan for research developments in the field, including ensuring our research pages, information and statistics are up to date
6. Maintain programme schedules, report on project status, monitor KPIs and provide progress reports for senior leadership.
7. Work closely with other internal teams to ensure that all work is grounded in strong research and evidence.
8. Support the Head of CPR in addressing strategic objectives through the development of research activity and updating the CPR strategy.
9. Produce and monitor project budgets for research work.

Communication

1. Manage and strengthen relationships with external partners, such as The Vegan Society's Research Advisory Committee and Researcher Network, or other NGOs through networking activity.
2. Proactively identify opportunities to raise the profile of TVS's research work including through presenting at internal meetings, conferences or events including TVS Research Day or other workshops nationally or (if required) internationally.
3. Work closely with the Communications team to plan online, social and media coverage of our research projects including taking media interviews where appropriate.
4. Ensure quality control on research output and make sure all of our information is accurate and surveys and reports are robust and well-designed.

Line management

1. Lead and develop the research team, including line management of the Research and Policy Officer, providing day to day support, conducting performance reviews and objective setting.

Impact and evaluation

1. Work with the Head of CPR to continually improve processes including monitoring and evaluation through the departmental Impact Tracker.
2. Conduct yearly impact reports to demonstrate how The Vegan Society is working towards its strategic objectives and meeting its key performance indicators.
3. Monitor and evaluate strategy delivery across The Vegan Society, providing evaluation guidance and support to different teams and individuals.
4. Support strategic development across the organisation as needed.

Other Duties

1. Provide absence cover for CPR colleagues.
2. General office duties, including dealing with own correspondence and filing.
3. Attending department meetings in person and online.
4. Provide regular and monthly progress reports to the Head of CPR.

General

The following duties are ones which all staff are required to perform:

1. Adhere to The Vegan Society's policies on Equality & Diversity, Health and Safety and Acceptable Use.
2. Always maintain data protection and confidentiality.
3. Observe health and safety procedures and always work safely.
4. Contribute to the overall ethos, work and aims of The Vegan Society and maintain good communication with all stakeholders.
5. Be responsible for your own continuing self-development, undertake training as appropriate to the working environment and location, and developments in your role.
6. Present a positive personal image, contributing to a welcoming environment and treat all users with courtesy and consideration.
7. General office duties, including dealing with own correspondence and filing own papers.
8. Undertake any other duties as required by your manager to meet the changing needs and demands of The Vegan Society.
9. Attend organisational meetings as required.
10. Positively and actively promote The Vegan Society and its values.

This job description is provided to assist the post holder to know their principal duties. It may be amended in consultation with the holder without change to the level of responsibility or remuneration appropriate to the post. The job description is not exhaustive, and you may be asked to carry out additional tasks which are appropriate to your job role, as required by your line manager.

Data Protection

During the course of your employment, The Vegan Society is required to tell you about the personal data that we collect about you and what we do with that information, including how we use, store, transfer and secure your personal data. You shall at all times comply with all relevant data protection legislation and all obligations imposed on you under The Vegan Society's data protection policy and privacy notice from time to time in force.

It is a condition of your employment that, as far as is possible and practicable, you adhere to a vegan diet and lifestyle.

PERSON SPECIFICATION

Job Title:	Research and Impact Manager	
ATTRIBUTES	ESSENTIAL criteria of the ideal candidate	DESIRABLE criteria used to differentiate applicants
Qualifications	<ul style="list-style-type: none"> ▪ Educated to postgraduate level in a relevant discipline (e.g., research methods, data science, social sciences, project management or relevant specialist area) 	<ul style="list-style-type: none"> ▪ Certifications or training in the use of data analysis tools
Skills, Experience, and Abilities	<ul style="list-style-type: none"> ▪ Experience having managed research projects end to end and strong project management skills ▪ Strong analytical skills, ability to interpret data and translate findings into actionable insights for non-technical audiences ▪ Proven ability to formulate and evaluate strategic plans ▪ Experience of co-ordinating and managing research volunteers and/or academics ▪ Excellent people skills – the ability to influence, network and work well in a team, including internally with colleagues, the Senior Leadership Team and Trustees ▪ Experience of writing different types of copy for magazines, newsletters, websites etc ▪ Excellent written English and communication (including grammar, spelling, creative writing) ▪ Computer literate with strong MS Office skills ▪ Ability to manage multiple priorities and work to deadlines ▪ Work successfully to targets, delivering objectives and desired outcomes 	<ul style="list-style-type: none"> ▪ Relevant experience in a similar role ▪ Line management experience

Knowledge:	<ul style="list-style-type: none"> ▪ Strong understanding of qualitative and quantitative methods, including surveys, interviews, focus groups, and data analysis ▪ Knowledge of how to measure and report on the effectiveness of programs and interventions. ▪ Familiarity with GDPR, Market Research Society (MRS) guidelines, and ethical research practices. 	<ul style="list-style-type: none"> ▪ Understanding of working in/with NGOs or small charitable organisations ▪ Knowledge of UK research funding environment ▪ Familiarity with data collection tools and platforms
Personal Attributes and Qualities:	<ul style="list-style-type: none"> ▪ Proactive self-starter, professional and responsible approach ▪ Calm under pressure, able to manage multiple projects ▪ Confident, articulate manner, able to present to conferences and external stakeholders ▪ Efficient, organised, reliable and effective ▪ Approachable and adaptable, team player ▪ Creative thinker with a growth mindset, ability to learn, problem solve and adapt to new tools, methods and challenges ▪ Willing to undertake appropriate training and development as required ▪ Flexible to travel within the UK with advance agreement ▪ Adhere to a vegan diet for the duration of employment 	