

Recruitment pack for

Policy Researcher

October 2021

- Passionate about protecting the environment and improving public health?
- Want to enable more communities to travel sustainably every day?
- Looking to help influence decision-makers at the top?

Join the passionate and highly experienced team at Campaign for Better Transport and help create real change.

About Campaign for Better Transport

Campaign for Better Transport is the national charity advocating for greener, fairer transport options for everyone. This includes access to walking, cycling, public transport and shared mobility. Sustainable transport provides access to jobs, education, vital public services, shops, leisure and friends and family, while limiting negative impacts on air quality and the environment.

We are an expert voice with a strong track record of influencing national and local transport policy and delivery. Our policy and campaigning work is evidence-based, pragmatic and solutions-focused. We are collaborative and focused on building strong partnerships with like-minded organisations.

Our vision is for all communities to have access to high quality, sustainable transport that meets their needs, improves quality of life, and protects the environment. Our mission is to make sustainable transport available to all and encourage its use.

Our four strategic objectives are to:

1. Make transport in urban areas more seamless, integrated, affordable and sustainable
2. Ensure rural communities have access to sustainable transport
3. Reform the financial structures and incentives to grow sustainable transport
4. Harness the benefits of new technology to make transport more sustainable

As we approach our 50th anniversary in 2023 and under the leadership of chief executive Paul Tuohy, we are working to enhance our organisational resilience and build up our capacity and capability in order to respond to transport's critical challenges and achieve even greater impact.

This role will play a significant part in our Policy and Research Team, which will be responsible for developing and evidencing our policy work to underpin our campaigning, influencing and communications. We look forward to receiving your application.

Job description

Post	Policy Researcher
Terms	Full-time, one year contract with possibility for extension
Salary	£26,000-£30,000 (depending on experience)
Department	Policy & Research
Reporting to	Head of Policy & Research
Working relationships	Working within the Policy and Research team, with the Communications team and with the senior leadership to support the organisation's policy work and research projects. Working with external partner organisations.
Location	Flexible between home-based and London office near London Bridge
Hours of work	35 hours per week, Monday to Friday. Flexible working options are available.

We are looking for a Policy Researcher to help us increase our influence and to deliver exciting new projects, including on reforming vehicle taxation. Working with the Head of Policy and Research and with the Policy and Campaigns Adviser, you will be responsible for carrying out research and building an evidence base to support our policy and campaigns work on issues across transport policy.

You will have at least one year's experience in a similar policy related role and a good understanding of transport issues. You will be comfortable with both quantitative and qualitative research, and able to draw conclusions from complex data. You will have excellent analytical and written communication skills, striking the balance between well-evidenced content and accessible and engaging tone of voice. You will be able to communicate appropriately with partners across public, private and voluntary sectors. To succeed in the role, you will be passionate about making change happen, a fast learner and able to work well within a small team.

The post is initially funded for one year but our intention, with your help, is to make it permanent!

Key responsibilities include:

- Conducting research using quantitative and qualitative methods, including literature reviews, interviews, survey development and analysis, dataset analysis
- Drafting written reports, including analysis of the research findings and the policy context and developing recommendations for policy-makers
- Compiling and maintaining an evidence base to underpin the development of the organisation's policy positions and campaigns
- Contributing to written materials including policy briefings and consultation responses
- Monitoring policy developments and helping to maintain the policy database
- Supporting external communications, including blog writing and representing the organisation at events and stakeholder meetings
- Supporting the maintaining of effective working relationships with policy makers, civil servants, campaigning organisations and the private sector
- Helping to identify opportunities for fundraising
- Support Leadership Team on any other relevant issue as so required

Person Specification

Area	Essential	Desirable
Knowledge	<ul style="list-style-type: none"> • Undergraduate degree • Understanding of quantitative and qualitative research methods including ability to review and critically appraise data and literature • Understanding of Westminster, regional and national policy development processes 	<ul style="list-style-type: none"> • Relevant Master's level qualification • Understanding of the major issues in sustainable transport
Experience	<ul style="list-style-type: none"> • Minimum one year experience of working in a similar role • Experience of working effectively with stakeholders from different sectors • Experience of working independently, making sound decisions based on evidence 	<ul style="list-style-type: none"> • Experience of working in the voluntary sector • Experience of working as part of a small team
Skills	<ul style="list-style-type: none"> • Ability to develop and utilise appropriate research methods and tools • Excellent public policy and data analysis skills • Ability to communicate complex information clearly • Engaging verbal and written communication style tailored for different audiences • Ability to manage a varied workload and to produce high-quality outputs in a timely manner 	<ul style="list-style-type: none"> • Ability to persuade and network effectively • Ability to spot opportunities in a complex and evolving policy environment
Personal	<ul style="list-style-type: none"> • Highly organised • Excellent attention to detail • Collaborative • Good work ethic • Personable • Good team player • Able to follow instructions but work with a high degree of autonomy • Able to work effectively under pressure and meet often competing deadlines 	<ul style="list-style-type: none"> • Proactive responsibility for own development through learning, networking, self-appraisal and other opportunities for growth

How to apply

To apply please send a CV and covering letter, to recruitment@bettertransport.org.uk.

Your covering letter should include the following in no more than 2 pages:

- Why you are applying for this post
- How your skill, knowledge and experience meet the requirements of the role

Please note only CVs accompanied by a covering letter will be considered.

As part of the application process, we also ask you to complete and return the Equality Monitoring form. This form also contains a section to consent to us holding your personal data on file as part of the application process. (see below)

The closing date for applications is **9am on Monday 15 November 2021**. In-person interviews will be held the following week in our central London office.

Appointment will be subject to satisfactory references.

If you have any questions about the role or interview process, please contact Silviya Barrett, Head of Policy and Research on 07949 597 880 or silviya.barrett@bettertransport.org.uk.

Privacy policy

In order to process your recruitment application, Campaign for Better Transport needs to process a range of information about you. This allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide whom to offer a job. We will not use your data for any purpose other than the recruitment exercise you have applied for.

The data is stored in our IT and HR management systems. We will not share your data with third parties unless your application is successful and we make you an offer of employment. We will then share your data with former employers or named references to obtain a reference for you.

If your application is unsuccessful we keep your information on file for six months after the end of the recruitment process. At the end of this period the information is deleted or destroyed. If your application is successful any data gathered will be transferred to your personnel file and retained during your employment. We delete or destroy all former employee data two years after your employment ends.

Equality Policy

Campaign for Better Transport is committed to eliminating discrimination and encouraging diversity amongst our workforce. We provide equality and fairness for all in our employment and not to discriminate because of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, ethnic origin, colour, nationality, national origin, religion or belief, sex and sexual orientation.

All employees, whether part-time, full-time or temporary, will be treated fairly and with respect. Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability. All job applicants are asked to complete an equality monitoring form, and these will be evaluated at the end of the recruitment process to see how diverse the applicant pool is and whether action should be taken. Full copied of the privacy and equality policies are available on request.