



Research and Policy Manager: vacancy information

An exciting opportunity to work in the education sector and make a real difference. Join a small and lively team in the heart of Westminster and take on a national role with variety, moral purpose and development opportunities.

The Sixth Form Colleges Association (SFCA) is the membership organisation for England's providers of sixth form education. We represent, promote and support our 104 member institutions through a suite of membership services.

We are seeking to recruit a Research and Policy Manager to assist with our lobbying and campaigning functions and to provide data to members on performance and workforce issues. We are looking for an effective communicator with a proven track record in data analysis, excellent writing skills and the ability to build strong relationships with members and external stakeholders. The successful candidate will work with the SFCA Deputy Chief Executive to:

- Oversee the delivery of SFCA's research programme
- Ensure SFCA communicates effectively with members and external stakeholders
- Support SFCA's parliamentary activities including the APPG for Sixth Form Colleges
- Ensure SFCA is well placed to influence and respond to policy developments on behalf of its members
- Advise members on key developments in education policy

The Job Description and Person Specification are set out below. For further information, or to arrange an informal conversation about this role, please email SFCA Deputy Chief Executive, James Kewin: info@sixthformcolleges.org.

To submit your application, please send a CV accompanied by a letter (2 sides A4 maximum) summarising your suitability for the role to Jonathan Isaacs at jonathan.isaacs@sixthformcolleges.org. The deadline for applications is 12pm on Thursday 25th July.

Interviews will take place the week commencing 5th August.

Summary

Salary: c. £35,000 per annum (including London weighting)
Duration: Permanent, full time
Line Manager: SFCA Deputy Chief Executive

Job Description

1. Oversee the delivery of SFCA's research programme

- Design surveys using SurveyMonkey, analyse results and write reports
- Analyse data (e.g. performance tables, funding allocations) to identify national trends and implications for SFCA members
- Provide bespoke data reports to members
- Develop evidence base for use in national campaigns
- Proof read reports and advise on design and dissemination
- Develop ideas for new reports and publications

2. Ensure SFCA communicates effectively with members and external stakeholders

- Contribute to SFCA's fortnightly bulletin and use MailChimp to share with members
- Update the SFCA website and manage the SFCA Twitter feed
- Represent SFCA at relevant stakeholder meetings

3. Support SFCA's parliamentary activities including the APPG for Sixth Form Colleges

- Build strong relationships with MPs, parliamentary researchers and key political party contacts
- Provide secretariat function to All Party Parliamentary Group for Sixth Form Colleges
- Support the provision of written and oral briefings to parliamentarians
- Maintain database of MPs and parliamentary calendar

4. Advise members on key developments in education policy

- Develop briefings on key developments in education policy
- Respond to queries from members
- Provide secretariat function to SFCA funding committee

5. Additional duties: Undertake such other duties as may prove necessary to enable the SFCA team to provide a quality service to members.

Health and Safety

Fulfil the requirements of SFCA's Health and Safety policy, ensuring at all times safe working practices and procedures are adhered to.

Equal opportunities

Fulfil the requirements of SFCA's equal opportunities policy and procedures and implement equality principles and practices within the context of the job.

Data Protection

Fulfil those duties placed upon staff by the Data Protection Act.

Person Specification

Essential

1. Intermediate to advanced Microsoft Excel and Word skills (to be tested at interview)
2. Ability to analyse data and produce reports quickly and accurately
3. Ability to tailor writing appropriately to different audiences
4. Excellent attention to detail and the ability to produce work of a consistently high standard, often whilst under pressure
5. A proactive approach to work and a 'can do' attitude
6. Excellent organisational skills, including the ability to prioritise and schedule work to meet deadlines and fit in with work cycles
7. Excellent communication and interpersonal skills in order to be able to work effectively with colleagues, external contacts and customers
8. Ability to work as a member of a team, assist other team members to meet deadlines and contribute to the success of the organisation
9. A good level of general education to A level standard (or equivalent) or Higher Education
10. Ability to work independently whilst displaying enthusiasm and initiative
11. An interest in education policy

Desirable

1. Knowledge/experience of 16-19 education
2. Wide range of IT skills, including use of survey software such as SurveyMonkey, and packages such as MailChimp
3. Experience of using social media for work purposes such as and Twitter
4. Experience of parliamentary affairs, working on campaigns and with MPs