

**Recruitment Pack: Senior Research Officer (Income Inequalities)**

**Title:** Senior Research Officer (Income Inequalities)  
**Hours:** Full time, 35 hours per week, 12 months fixed term contract  
**Salary:** £31,858 per annum plus 7% employer pension contributions.  
**Location:** Flexible - currently working from home in line with Government guidelines.  
**Benefits:** Time off between Christmas and New Year, free eye test, flexible working.  
**Employment details:** Full time, 12 month fixed term contract  
**Reporting to:** Executive Director

**Application details:** Please send a CV (not more than 2 pages) and a cover letter (not more than 2 pages) addressing the Person Specification by 9am on the 4th May.

[recruitment@equalitytrust.org.uk](mailto:recruitment@equalitytrust.org.uk)

It would help us if you are also able to complete and return the attached form, which does not form part of the recruitment process and is for internal monitoring purposes, to [info@equalitytrust.org.uk](mailto:info@equalitytrust.org.uk)

**INTERVIEW DATE: Tuesday 11th May**

**(interviews to be held over Zoom)**

Unfortunately we are a small organisation with limited capacity and as we are recruiting for several roles at this time, we are not able to offer feedback to unsuccessful candidates. If you have not heard from us by the end of the day on the 7th May then we are afraid that you have not been selected for an interview.

This post is advertised as full time **35 hours per week** but we are also open to job-share applications, and requests to work flexibly from home/based in TET's London office/a combination, when we return to it. Note all staff are currently working remotely until further notice. This post will require some evening and weekend work which can be taken as TOIL.

**The Organisation**

The Equality Trust (TET) is the national charity that campaigns to reduce social and economic inequality in order to improve the quality of life in the UK. We are at the forefront of debates to tackle structural inequalities as well as supporting local grassroots groups to bring about change in their areas.

UK income inequality is among the highest in the developed world and evidence shows that this is bad for almost everyone. People in more equal societies live longer, have better mental and physical health and are more socially mobile. Community life is stronger where the income gap is narrower, children do better at school and they are more likely to achieve their potential. Rates of drug and alcohol addiction are lower. When inequality is reduced people trust each other more, there is less violence and rates of imprisonment are lower.

COVID 19 has emphasised the huge price society pays for high levels of inequality. If we want to build a better society, it is essential we take action to reduce the gap between rich and poor. The Equality Trust is working with others to build a social movement for change. The organization has been recognised as a Spark of Hope by The Elders (founded by Nelson Mandela), is the co-secretariat (with CPAG) of the All Party Parliamentary Group on Poverty and the UK convener of the global Fight Inequality Alliance. If you are passionate about dismantling inequalities and working for social justice, then we want to hear from you!

We are looking for an exceptionally motivated and organised individual who enjoys working in a fast-paced, high-profile environment. We offer a dynamic, friendly team and a supportive and flexible working environment. The Equality Trust is committed to diversity, equity and inclusion in recruitment. We know that organisations with a diverse team perform better for their beneficiaries, and we particularly welcome applications from those who identify as Black, Asian and minoritised ethnic, LGBT+, disabled and older applicants.

### **Purpose of the role:**

The purpose of this role is to provide the research aspect of our campaigns on fair pay, analysing data on gender pay and bonus gaps, equal pay, CEO pay ratios and the wider issue of income inequalities. The postholder will be responsible for ensuring that our data is accurate, to update our data dashboards, About Inequality and to coordinate our academic network.

### **The role:**

Working under the guidance of the Executive Director, the Senior Research Officer (Income Inequalities) will be an integral part of our small busy team, leading primary and secondary research, liaising with academics and policy makers in the field, as well as our local groups and supporters. We are looking for someone who feels comfortable engaging with a variety of stakeholders and supporting the team with research needs for campaigns, reports, media enquiries and events. The successful candidate will be able to work autonomously and consistently meet deadlines. They will be able to work within a small team, have an interest in, or knowledge of, social and economic inequalities, be confident analysing data sets, using statistical analysis and contributing to the comms and campaigning work of the organisation.

### **Responsibilities include:**

- Compiling, analysing and disseminating robust and up-to-date information and data sets on economic and social inequalities (including COVID 19 impacts, trends, drivers, attitudes and solutions) and curating the About Inequality section of our website and updating data dashboards.
- Proactively monitoring relevant trends, progress and developments relating to inequality in order to keep expertise up-to-date within the team.
- Identifying and liaising with academics and experts with both learned and lived experience.
- Drafting reports and providing research for media and campaigning work and briefings.
- Assessing and advising on relevant external debates and proposals.
- Managing/commissioning and/or contributing to the production of research.
- Supporting the development of evidence-based policies.

- Writing and/or managing the writing of reports and articles.
- Identifying, interpreting and/or analysing relevant information and data from FTSE company reports, LIS, ONS, academics, think tanks, NGOs, etc.
- Monitoring and analysing the output of policymakers and other key influencers.
- Responding to requests for data from the media, policy makers, Equality Trust supporters and local groups.

## **Person Specification:**

### **Experience**

#### **Essential:**

- Experience of carrying out qualitative and quantitative research including research design, data collection, data analysis and presentation of data.
- Experience of commissioning research.
- Experience of communicating written information persuasively, constructively and in a manner suitable to a wide range of specialist and non-specialist audiences.
- Experience of engaging with a variety of stakeholders, including media, civil servants, NGOs, academics, etc.
- Experience of compiling and summarising large amounts of disparate information.
- Experience of analysing and interpreting large data sets.
- Experience of working with data to produce reports, update websites and briefings.
- Experience of organising roundtable events and webinars.

### **Abilities and Skills**

#### **Essential:**

- Knowledge of or interest in economics (macro or labour), business and finance and/or drivers of economic inequality.
- Ability to monitor and assess the output of FTSE businesses in company reports, academics, government, political parties, think-tanks and/or NGOs.
- Familiarity with the key current political, economic and/or social debates on inequalities and intersectionality in the UK.
- Ability and willingness to work as part of a small team.
- Ability to plan and manage projects.
- Excellent written and oral communication skills with meticulous attention to detail.
- Flexible and adaptable; able to produce high-quality work, sometimes at short notice.
- A team player with a 'can-do' attitude

## THE EQUALITY TRUST

- IT literacy, including ability to update websites and proficiency in the use of Excel.
- Proactive with initiative, actively seeking information from internal or external sources as required
- Good interpersonal skills, ability to persuade, influence and collaborate with a range of internal and external stakeholders, sensitive to their communications needs.
- Deadline driven, able to remain calm in the face of several simultaneous deadlines.
- Willingness and ability to work flexible hours when needed for which TOIL will be given.
- Commitment to the aims and values of The Equality Trust.

We recognise that the successful candidate may not have experience of all of the skills above and so we are willing to support training in areas that candidates wish to develop.

The Equality Trust Equality and Diversity Monitoring Form  
Private & Confidential

Thank you for completing this **optional** form. We are collecting this data in order to audit our recruitment processes and ensure that we are reaching all sections of the community, in line with our Equal Opportunities Policy. By collating this data we will be able to identify how we can improve the diversity of candidates for all roles in the organisation. This data will be separated from your application form, and both documents will be anonymised before being processed. We will retain this data for 3 months after the post has been filled, after which it will be securely disposed of. You do not have to answer all of the questions, however the more information you provide, the better we can evaluate what we do.

<b>Full name:</b>	
<b>Position applied for:</b>	
<b>Where did you see this vacancy advertised?</b>	

<b>1. How would you best describe your gender identity?</b>	<input type="checkbox"/> Woman <input type="checkbox"/> Man <input type="checkbox"/> Prefer not to say	<input type="checkbox"/> Non-binary <input type="checkbox"/> Genderqueer	<input type="checkbox"/> Agender <input type="checkbox"/> Other: _____
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<b>2. Do you identify as trans?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> Prefer not to say	<input type="checkbox"/> No
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<b>3. Preferred title</b>	<input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Mx	<input type="checkbox"/> Mr <input type="checkbox"/> Dr <input type="checkbox"/> Prefer not to say	<input type="checkbox"/> Mrs <input type="checkbox"/> Other: _____
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<b>4. Age range</b>	<input type="checkbox"/> 16 - 24 <input type="checkbox"/> 45 - 54 <input type="checkbox"/> Prefer not to say	<input type="checkbox"/> 25 - 34 <input type="checkbox"/> 55 - 64	<input type="checkbox"/> 35 - 44 <input type="checkbox"/> 65+
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<b>5. Sexual orientation</b>	<input type="checkbox"/> Asexual <input type="checkbox"/> Heterosexual/straight <input type="checkbox"/> Queer	<input type="checkbox"/> Bi <input type="checkbox"/> Lesbian/gay woman <input type="checkbox"/> Prefer not to say	<input type="checkbox"/> Gay <input type="checkbox"/> Other: _____
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<b>6. Ethnic origin</b>	<input type="checkbox"/> Asian/Asian British <input type="checkbox"/> White/White British <input type="checkbox"/> Prefer not to say	<input type="checkbox"/> Black/Black British <input type="checkbox"/> Mixed/Multiple ethnic groups	<input type="checkbox"/> Gypsy or Irish Traveller <input type="checkbox"/> Other: _____
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<b>7. Do you have a religion/faith?</b>	<input type="checkbox"/> Yes  <input type="checkbox"/> No	<input type="checkbox"/> Prefer not to say If yes, please specify: <i>(optional)</i> <hr/>
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<b>8. Disability</b>	Do you consider yourself to be disabled under the Equality Act 2010?  <i>When answering this question please note that under the Equality Act 2010 you are considered to have a disability if you have a mental or physical impairment which has a substantial and long term adverse effect upon your ability to carry out normal day to day activities.</i>	<input type="checkbox"/> Yes  <input type="checkbox"/> No
	If yes, what is the nature of your disability? <i>(please state) (optional)</i> <hr/> <hr/>	
	Do you require any equipment, support or special consideration for access because of your disability/ies in order to carry out the duties described in the job description for the position and/or interview purposes?	<input type="checkbox"/> Yes  <input type="checkbox"/> No
	If yes, please state: <hr/> <hr/>	

The information you have provided here will be stored either on paper records or a computer system in accordance with the General Data Protection Regulation (2016/679 EU) (GDPR) and will be used solely to monitor the diversity of The Equality Trust's recruitment regarding Equal Opportunity issues. It will not be treated for any other purposes.

<b>Declaration</b>	I agree that The Equality Trust may hold and use the information about me contained in this form, including any information that falls within the definition of 'sensitive personal data' under the terms of the <b>General Data Protection Regulation (2016/679 EU) (GDPR)</b> and as amended, for the purposes of monitoring equal opportunities.  I agree that the Trust may keep a record of this form for 3 months.
<b>Signed:</b>	
<b>Date:</b>	

**Thank you for taking time to complete this form.**