

## Policy and Research Officer – Job Description and Person Specification

**Greater Manchester Poverty Action (GMPA) is a recognised leader on poverty in the UK and exists to end poverty in Greater Manchester and beyond.**

We deliver independent, evidence-based activities to address socio-economic disadvantage. These focus on **maximising the financial resources** available to households, **amplifying the voices** of people with lived experience of poverty, and working with our network to **achieve meaningful change**. This enables us to support organisations across sectors to effectively target resources and to achieve sustainable solutions to poverty through strategic, policy and programmatic responses.

With an extensive network of over 2,500 professionals and volunteers actively engaged in tackling poverty, we have a **wealth of insights and understanding** that allow us to deliver direct responses to poverty and provide **valuable guidance and support** to others.

GMPA is entering an exciting new period in our development, supporting strategic and policy responses to poverty at a regional and local level across several localities.

We are seeking a Policy and Research Officer to support the development and delivery of policy and research projects.

### Title: Policy and Research Officer

Location: Combination of home working and working in our office (St Thomas Centre, Ardwick Green N, Manchester M12 6FZ) two days per week.

Contract: 5 days per week with an initial 18-month contract. It is highly likely this will be extended.

Probationary period: 4 months.

Employer: Greater Manchester Poverty Action Limited.

Purpose: To support the delivery of GMPA's policy, research and advocacy work.

Salary range: £26,000 to £29,000 per annum, depending on experience.

Paid annual leave entitlement: 25 days pro-rata (excluding bank holidays)

Line management responsibilities: None

Managed by: Senior Policy Officer.

### Key responsibilities

- Supporting the development and delivery of policy and research projects.
- Drafting policy briefings and reports, newsletter articles and other written materials detailing GMPA's policy positions and the key evidence base around poverty.
- Developing and maintaining knowledge of how local and regional public sector bodies, including health bodies, can address poverty.

- Helping to influence local approaches to poverty in Greater Manchester and other parts of the country.
- Supporting the development and delivery of the Greater Manchester Poverty Monitor.
- Supporting the delivery of training and presenting GMPA's work as required.
- Undertaking qualitative and quantitative research and drawing on existing research and literature to support GMPA's policy and advocacy work.
- Working with colleagues to ensure GMPA's work is informed by the voices, views and experiences of people with lived experience of poverty.
- Being a key and responsible member of GMPA's team.
- Supporting other aspects of GMPA's work as appropriate.

### Person specification

#### Essential:

- Policy and research skills evidenced through a previous role and/or through a degree.
- The ability to develop and contribute to high quality policy and research projects.
- Strong analytical skills with the ability to use a range of qualitative and quantitative research methods to provide robust evidence in support of policy and advocacy priorities.
- A high level of confidence in interpreting and analysing quantitative data.
- Good written communication skills, with the ability to condense complex information for policy briefings, newsletter articles, web copy and other outputs.
- The ability to develop confident speaking and presentation skills.
- Good interpersonal skills, with the ability to develop and maintain effective relationships with stakeholders.
- A willingness to work outside of normal working hours as required.
- Excellent IT skills – Outlook, Word, Excel.
- The ability to work independently, with strong time management, organisational and planning skills.
- A good understanding of the causes and consequences of poverty in the UK.
- A commitment to the values of GMPA.

#### Desirable:

- Experience of poverty in your personal and/or professional life.
- Experience of delivering research projects involving both quantitative and qualitative data.