

Job description: Research Assistant

Duration: Fixed-term (6 months)

Salary: £27,008 (C3 – London Base)

Location: Hybrid working. London base.

Reporting to: Evaluation & Learning Manager

Department: Impact

Purpose of the job

In UK Youth's Impact department, we find, create and use evidence to respond to the needs and preferences of young people and the professionals who support them. We conduct research and evaluations to prove and improve the impact of youth work, and we co-design high-quality programmes and support offers that can be scaled. This new role will work across these areas, supporting research and evaluation projects with real implications for policy and practice.

Reporting to the Evaluation & Learning Manager, you will be responsible for supporting the delivery of a portfolio of research and evaluation projects. This will involve conducting research in-house and coordinating with external partners and the organisations we fund to build and share high-quality evidence. There will be opportunities to lead on fieldwork, data analysis, reporting and insight sharing with strategic guidance and hands-on support from other members of the team.

You will be organised, keen to develop your research skills and have a passion for working with data. You will support high profile research and evaluation projects, including the evaluation of the [Adventures Away From Home](#) Fund – a major, Government-funded outdoor learning programme. You can expect to support other projects, gathering and sharing insights from our network and young people and helping the team to work efficiently and effectively.

Why work at UK Youth?

We want all young people to be equipped to thrive and empowered to contribute at every stage of their lives. Youth work can be life changing (and even life saving). Our strategy positions UK Youth to unlock youth work so that every young person in the UK can benefit. We work with a network that shares this ambition to build cross-sector understanding of youth work's transformational potential, secure sufficient investment for sustainable provision, and help to embed effective solutions that will increase the quality as well as accessibility of youth work. Come and be part of this change.

Role Responsibilities

Evaluation and learning

- Support evaluation projects that help to build influential evidence about the impact of UK Youth's activities and youth work more generally. You will:

- Support the design, setup and implementation of evaluations to ensure that relevant, high-quality data is captured and analysed.
- Undertake fieldwork to collect quantitative and qualitative data from a range of stakeholders (predominantly young people and the professionals supporting them). With support from the team, this may include conducting surveys, interviews, focus groups and using other, more creative and participatory research methods.
- Analyse and interpret data and insights to draw trends, patterns and conclusions from large and sometimes complex datasets.
- Lead on a small number of your own evaluation and learning projects, as required, with strategic guidance from other members of the team and by working closely with colleagues across departments.

Knowledge and data management

- Take a leading role in embedding data platforms into the department's ways of working, by coordinating with developers, other teams and users to improve user experience, data quality and analysis.
- Support our network/external stakeholders to collect, submit and manage data efficiently by offering guidance, hands-on support and troubleshooting where needed.
- Support the organisation's data protection processes and protocols to ensure that UK Youth adheres to legal requirements and processes data securely and ethically.
- Develop dashboards and visualisations to support 'live' data analysis through the data platforms we use.
- Support reporting and the sharing of insights to update internal and external audiences, support learning and inform decision-making at a range of levels.
- Contribute to the continuous development of UK Youth's Insights Library, ensuring that the best available evidence – produced by UK Youth and others – is regularly updated and made available to all internal teams.
- Collaborate with other members of the Impact department to help us continually improve our data policies, processes and ways of working

Research and horizon scanning

- Support primary and secondary research to fill evidence gaps on strategically important topics (e.g. mental health; physical literacy; outdoor learning; youth violence).
- Undertake regular horizon scanning to ensure that we remain abreast of the latest evidence on allocated topics.
- Maintain knowledge of good practice and the latest innovations relating to relevant research and evaluation methods (e.g. participatory research methods; evaluating grant-making programmes).

Coordinator behaviours and expectations

All staff at UK Youth will demonstrate their commitment to our mission to ensure all young people are equipped to thrive and empowered to contribute at every stage of their lives. They will also be able to fulfil the below expectations and behaviours:

- Be committed to safeguarding principles, and be willing to put the welfare of children and young people at the forefront of your work
- An understanding and belief in the inclusion of all staff, partners and young people irrespective of race, gender, sexuality, age, religion, ability, identity, and experience
- Actively promotes and embeds understanding of equity, diversity and an inclusive culture
- Able to take personal accountability for key work areas and understand individual accountabilities within work areas back to inform planning and decision making
- Able to identify cause and effect relationships and take a solution focussed approach
- Able to be solution focussed in their thinking and approach.
- Undertake any other duties and reasonable requests that are in keeping with the nature of this post.

Person specification: Research Assistant

Experience

- Experience of managing datasets on digital platforms/software (quantitative and/or qualitative)
- Experience of leading or supporting quantitative and/or qualitative research and data analysis in any setting
- Experience of conducting literature reviews to analyse existing evidence on specific topics
- Experiencing of working across multiple projects and competing priorities and managing your time and tasks proactively

Knowledge, skills and understanding

- Strong digital/IT skills and competency with software and platforms. These are examples only but this may include digital tools used for: data analysis (e.g. MS Excel, 'R', 'UpShot', etc); project management (E.g. Trello, Asana); customer/relationship management (e.g. MS Dynamics; communications (e.g. MS Outlook, MS Teams); remote workshoping (e.g. Miro); and presenting information to a range of audiences (e.g. MS Powerpoint).
- Excellent problem-solving skills; quickly finding creative solutions to complex issues
- Excellent written communication skills – including the ability to write clearly and persuasively for technical and non-technical audiences and communicate clearly with a range of stakeholders
- Good verbal communication skills – including the ability to lead meetings, deliver presentations and contribute to workshops
- Ability to work independently and as part of a team, using your own initiative and being flexible and adaptable
- Ability to synthesise large amounts of information from a range of sources to identify patterns and trends
- Understanding of the needs of young people and the work of UK Youth
- Ability to translate technical information into simple language

Desirable criteria

- Experience of data visualisation to present complex data in graphic form – this may include using basic software (such as MS Excel) or more advanced platforms (such as Power BI)
- Experience of conducting qualitative fieldwork through interviews or focus groups
- Experience of employing quantitative and qualitative research methods and data analysis specifically in community settings
- Understanding of the risks and strategic challenges facing the youth sector
- Direct experience of collecting data/gathering insights from young people
- Experience of accessing and/or delivering youth work
- Experience of working in multi-disciplinary teams, collaborating to achieve jointly-owned objectives
- Understanding of legislation and best practice in data protection

This post is subject to receipt of two satisfactory references, an enhanced DBS check, and right to work in the UK. Please note, this job description is subject to change. With any significant change, we will ensure this is discussed with you before any final approvals and or commitments.