



# AGENDA

## alliance

**Research and Evidence Officer**

Job Pack

# Who we are

## **We are the Agenda Alliance.**

We are bold, ambitious feminists, living in a world where women and girls at the sharpest edge of adversity are consistently overlooked and harmed.

Too many women and girls are hurt; too many lives are damaged; too much potential is lost.

We are a social movement, campaigning with courage and in solidarity with our Alliance members and women and girls, so that they can thrive.

*“Policymakers need a kick up the butt. They need to do something, and they need to do it fast otherwise there are going to be so many more disadvantaged women; more suicides, homelessness, child removal. It needs acting on and it needs acting on fast.”*

*– Women’s Advisory Network member*



# Our mission

We advocate and campaign for systems and services to respond appropriately to women and girls with multiple unmet needs.

# Our purpose

We want public services to respond better to the distinct and multiple unmet needs of women and girls, including appropriately responding to gender, age, race and trauma.

For the whole system to respond better, we stand in solidarity with the voluntary sector and advocate for them to be empowered.

# Our values

Our values are our guiding principles for our work to deliver our mission. It is who we are and how we behave.

We promise to be:



## Intersectional

We understand that the most disadvantaged women and girls experience multiple types of intersecting trauma and disadvantage. So, we approach our work in a way that cuts across services, sectors and systems that are there to support the full breadth of issues and disadvantages that women and girls face.



## Courageous

We are courageous in speaking out and taking action for and with all women and girls. We stand in solidarity with all women and girls and provide platforms for their views and voices. We campaign confidently, with pride, strength and grit.



## Credible

We design campaigns that are grounded in robust evidence, proven good practice and the experiences of women and girls. We are committed to constant learning from the wider sector and our Alliance members – including small, specialist, front-line organisations – and learning from women and girls.



## Clear

We communicate with clarity and try to be as clear as possible, so that everybody can understand, contribute and join our social movement. We speak in plain English and are committed to translating into different languages when required, including BSL. We do not waffle and are impactful when we present.



## Collaborative

We collaborate with others in a meaningful way and stay true to our history of convening the sector. We will continue to listen to different perspectives and draw strength from diversity. We seek to develop shared understanding, to find new ways of talking, thinking and working across divides and boundaries.

# Background

Agenda Alliance was brought together in 2015 to advocate for women and girls at risk, following Baroness Corston's report into women in the criminal justice system.

A small, dynamic organisation, with over 100 member organisations, Agenda has established a reputation as experts on women experiencing multiple unmet need. We convene across sectors, conduct research, campaign for public service reform and systems change, and co-produce policy and research for women and girls. We have built strong relationships across the political spectrum, voluntary sector and academia, generating real change in policy and practice for women and girls experiencing multiple disadvantage.

We are now seeking an experienced Research and Evidence Officer to further develop our research, data and insights to inform our work. This role will play a key part in developing women and girls' engagement in our research, gathering insights from our member organisations, analysing data and gathering evidence from a range of sources to make impactful arguments for change.

*"I would like to see more women's voices listened to, more women-only spaces, women being supported and involved through all stages, more training, more opportunities for people with lived experience." – Expert by Experience*



# The role

## Job title

Research and Evidence Officer

## Reporting to

Deputy CEO, with dotted line to Campaigns and Influencing Manager

## Salary

£31,200 per annum

## Contract

Full-time, permanent. We are open to discussing flexible or part-time working.

## Benefits

Access to a defined contribution pension and 25 days annual leave per year (pro rata) + three working days between Christmas and New Year.

## Location

Hybrid working, with 2-3 days in the office (currently core team days are Tuesdays and Wednesdays)

Shoreditch Exchange  
Gorsuch Place  
Shoreditch, London  
E2 8JF

## Job purpose

To hold Agenda's data, evidence and research workstreams, developing evidence and insights to support our influencing and strategic goals.

# What is it like to work here?

Wellbeing is a priority,  
with a flexible working  
and 'duvet days'

Team brunches!

Highly-supportive work  
environment,  
encouraging learning and  
respect of lives outside of  
work

Working with dedicated,  
talented women on the  
team, on our Board and  
with our Alliance  
members

Supportive and engaged  
board of Trustees

We care deeply about the  
work and better outcomes  
for women and girls

We work on the  
understanding that  
women and girls are the  
experts

We know how to  
have fun too!



# Who are we looking for?

We're looking for an experienced researcher, with a background working with experts by experience, committed to embedding women and girls' voices in research in a trauma-informed way.

We're seeking someone who can demonstrate compassionate, person-centred research skills, an ability to understand and analyse quantitative and qualitative data, and an appetite for designing new projects and processes to uncover evidence and insights.

This is an exciting and varied role, providing the right candidate with a unique blend of in-depth research; using evidence to inform policy-influencing and campaigns; and engaging experts by experience. It is ideal for someone who has experience of research and data analysis, but is interested in centering the lived experience of women and girls, alongside the front-line experience of our members, to develop insights for change.

We are less interested in your qualifications, and more interested in your values, background and both lived and learned experience. We are actively trying to diversify our team, so if you are from the Black, Asian and minoritised communities, identify as LGBTQ+, have a disability, and/or bring lived experience relevant to the areas we work in, we would love to hear from you.



# Person Specification

## Developing and delivering research

- Experience of conducting and overseeing research, using a range of methodologies for several different audiences, and analysing a wide range of sources, including quantitative data, to develop robust evidence.
- The ability to communicate research and compelling cases for change to different audiences, both creatively and through written reports and briefings.
- A history of collaborative working and relationship building, including developing and managing partnerships with a range of organisations and individuals.
- Excellent project management, organisational, and time management skills, including the ability to manage multiple pieces of work effectively to tight deadlines, and respond to changing external developments at short notice.
- Experience of using data sets (including government and local authority data) in an agile way to respond to time sensitive news or to achieve campaigning goals.

## Working with women and girls

- An understanding of the principles of coproduction and proven experience of compassionately engaging people who have experienced harm and disadvantage in a trauma-informed way, supporting them to have their voices heard safely and meaningfully.
- Experience of delivering research projects using trauma-informed approaches, including working with people with lived experience of the issues they work on.
- Understanding of the power dynamics and privilege implicit in research processes, and an interest in exploring ways to break these down.



# Person Specification, cont.

## Personal attributes

- An inclusive and intersectional feminist with lived or learned experience of working on women and girls' issues, including the areas Agenda works on, in particular how experiences of multiple unmet need can intersect with other forms of discrimination and oppression.
- Independent, resourceful, able to demonstrate initiative and proactively problem-solve.
- A friendly and approachable team player, willing to ask and answer questions and be flexible in a small team environment.

## Desirable

- Experience of holding safeguarding responsibility for young people and vulnerable adults.
- Experience of delivering personal or skills development training to people who have lived experience of the areas Agenda works on.
- Experience of holding or monitoring project budgets and reporting to teams, trustees and funders on spending.
- Experience of working to adapt research and insights from experts by experience into a range of accessible resources, such as graphics, videography or podcast content.

# What you'll do

Agenda's Research and Evidence Officer will play a key role in our data, evidence and research and workstreams.

They will design, hold and deliver research projects; centre women and girls' voices through coproduction; share evidence and insights with the wider team, trustees, and funders; and produce a range of materials, including reports and briefings, for different kinds of external audiences.

They will gather a range of evidence through data collection and desk-based research, and carry out research, using interviews, focus groups and data analysis as well as less-traditional research methods.

The post holder will have the following responsibilities:

## **Developing and delivering research**

- Conduct desk-based, primary, secondary, qualitative and quantitative research, including; submitting Freedom of Information requests; analysing data and evidence from a range of sources; conducting interviews and focus groups; and other evidence gathering as necessary to develop clear cases for change across the issues Agenda Alliance works on.
- Design and maintain systems, project plans and research methodologies to develop evidence across Agenda's priority areas, centring voices of women and girls with lived experience of the areas we work on, and the expertise of Alliance members.
- Produce engaging ways of sharing Agenda's learning and communicating research findings, including through writing reports and briefings, and providing other members of the team with evidence and insights for their work, including the Communications and Campaigns Coordinator, and the Policy and Public Affairs Officer.
- Grow and maintain relationships with a network of organisations, practitioners and experts, including systems of engagement and intelligence gathering (e.g. online, focus groups, roundtables, project visits).
- Work closely with the rest of the team to develop evidence to inform Agenda's policy positions, campaigns and influencing.
- Engaging with stakeholders, decision makers, politicians and government officials as appropriate.
- Work with the wider team to embed and utilise effective monitoring and impact evaluation processes for our research activities.
- Lead on embedding anti-racist and trauma-informed approaches into our evidence and research practice.

# What you'll do, cont.

## Working with women and girls

- Contribute to developing and maintaining supportive, strengths-based and trauma-informed relationships with women and girls with lived experience involved in Agenda's research work, including working with key support staff.
- Support experts by experience to grow and develop through research work, taking a strengths-based approach to understand their interests and goals and shaping engagement opportunities to help them meet these.
- Maintain adherence to Agenda's safeguarding policy when conducting research, including conducting risk assessments, completing consent forms, ensuring all team members are aware of and able to adhere to these procedures when carrying out evidence gathering activities.
- Support with funding approaches and budget setting as required, budget management and reporting, and ensuring effective and timely remuneration of women and girls with lived experience.

## Organisational development

- Attend meeting and events, representing Agenda externally on a range of areas as required.
- Contributing to organisational fundraising, supporting leadership and the Fundraising Manager with evidence and information for bids, reporting and funder meetings.
- Contributing to Agenda's wider goals, including: embedding anti-racist, inclusive and trauma-informed practice into our work; and using Agenda's impact measurement tools to measure and evaluate our approaches to achieving change.

# What might your week look like?

This is a varied role which involves working across the team to share and develop the evidence base around multiple unmet needs. This will involve maintaining and implementing our approach to working with women and girls in developing evidence, convening and engaging with our members, designing research processes, managing projects and working with others to share our evidence to create impact.

A week in the life of the Research and Evidence Officer might involve:

- Analysing latest government statistics on Suspensions and Exclusions, comparing these to the previous years and assessing the insights from the data. You draft a quick internal summary on the findings, and work with the team to develop a data-driven response for our website and in a press release. The following week you prepare FOI requests for missing intersectional data in this area.
- Catching up with the Campaigns and Influencing Manager about evidence you have been gathering about the outcomes and experiences of women and girls with multiple unmet needs across London. You work together on how best to include this evidence into an influencing plan she is developing, then develop a short briefing for the CEO to take to a meeting with sector experts, including findings and questions for further discussion.
- Conducting a one-to-one interview online with a young woman with lived experience of the criminal justice system. You then tidy up your notes and check you have a signed consent form so you can start drafting a briefing later. At the end of the day, you check in with her and the worker supporting her to thank her for attending and check in on her wellbeing, as well as making sure she has received remuneration for her time.
- Visiting a member organisation to learn more about their work, speaking to their staff and women they work with. After the visit you share insights with the team, and develop a co-production approach to working in partnership on the next phase of an ongoing project.
- Planning a presentation you will be sharing next month, on the findings of our recent research project into the experiences of women with multiple unmet needs in the North East, considering the audience, timings and key messages to land.
- Meeting with the team to develop a plan to capture impact and learning throughout a new project, contributing how you will capture feedback and learnings throughout the work.

# How to apply

To apply, please send us your CV, and a cover letter of **no more than two pages** answering the questions below by **midnight on Sunday 23 March**. In your cover letter, please state where you saw the role advertised. We can offer alternative ways to apply, such as a video application, rather than a cover letter. Please email for further information if you would like to do so.

If you'd like to have a chat with our Deputy CEO about the position to see if it would suit you, you can book a slot to have a conversation over Zoom or Teams. These will take place the week commencing 10 March. Please contact Teddy, our Administrative Officer to arrange this on [adminsupport@agendaalliance.org](mailto:adminsupport@agendaalliance.org)

We will only process complete applications and will not chase up missing CVs or cover letters. There will be a short task for the interview which we will provide in advance so you have time to prepare. We will also be providing questions in advance to candidates invited to interview.

When you send your application, we ask that you also complete our equal opportunities monitoring form [here](#). Completing this form helps us to understand the kinds of people who are applying for roles at Agenda, and whether we are attracting a broad range of applicants. The form is anonymous, and it cannot be linked to your application.

We will shortlist by 25 March and **first round interviews** will be held on Monday 31 March. If you are shortlisted following your first interview, there will be a second round on Thursday 3 April in which you will discuss the role and your approach with one or two experts by experience who we work with. Please keep those dates clear if you apply.

## Cover letter questions:

- Why does this role appeal to you, and what about your experience makes you feel it is a good fit for you?
- Tell us about a piece of research, data analysis or evidence production which you feel particularly proud of. What went well, what impact did it have, and what learning would you take from this into future projects?
- What opportunities do you see to embed and amplify the voices of women and girls with lived experience of the areas we work on across Agenda's evidence outputs, and what experience do you have which would help you shape an approach to this work?

**Closing date: midnight, Sunday 23 March**

# Equal opportunities

Agenda Alliance selects all candidates for interview based on their skills, qualifications, experience and ability to do the role advertised. We welcome and encourage applicants from all backgrounds and do not discriminate on the basis of age, disability (physical or learning), gender reassignment, marriage or civil partnership, pregnancy/maternity, race, religion or belief, sex or sexual orientation.

We will provide reasonable support to disabled applicants throughout the recruitment process. Please contact [adminsupport@agendaalliance.org](mailto:adminsupport@agendaalliance.org) to identify any additional support that you may require to enable you to make an application.

Because our work is about centring women and girls' experiences, and our organisation is led by and for women and girls, this post is open to women only (exempt under the Equality Act 2010 Schedule 9, part 1). When Agenda refers to women and girls, we mean cisgender, intersex, and transgender women and girls, alongside nonbinary people who experience misogyny.

The successful candidate will be required to undergo a DBS check. Agenda will treat all DBS applicants who have a criminal record fairly and not discriminate automatically because of a conviction or other information revealed. We will use a DBS to determine an applicant's suitability only in so far as it is relevant to the position. A criminal record, in itself, will not prevent someone from being appointed to the job.

# Find out more

For further information, please visit us online:

Website: [www.agendaalliance.org](http://www.agendaalliance.org)

Read our strategy here: [www.agendaalliance.org/our-work/five-year-strategy](http://www.agendaalliance.org/our-work/five-year-strategy)

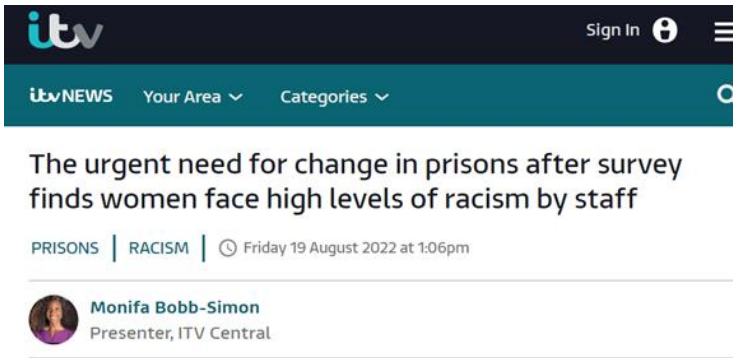
Twitter/X and Instagram: @agenda\_alliance

Bluesky: @agenda-alliance.bsky.social

LinkedIn: [www.linkedin.com/company/agenda-alliance](http://www.linkedin.com/company/agenda-alliance)



# Agenda Alliance in the media



itv NEWS Your Area Categories

## The urgent need for change in prisons after survey finds women face high levels of racism by staff

PRISONS | RACISM | Friday 19 August 2022 at 1:06pm

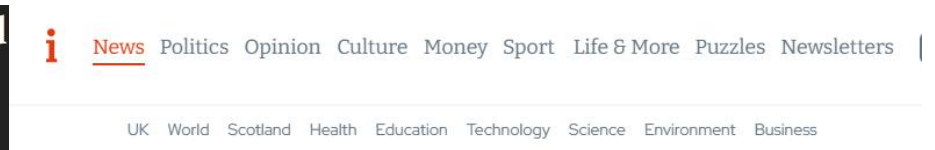
Monifa Bobb-Simon  
Presenter, ITV Central



## Surge in number of women being jailed as overcrowding crisis grips prisons

'Banging a mum up for theft from shops, such as stealing nappies or Calpol for a child, is not the answer,' campaigner says

Maya Oppenheim Women's Correspondent • 4 days ago



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BIG READ

"The cost of living crisis is rapidly becoming a national emergency for domestic abuse victims which will only get worse"



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Mark Brown North of England correspondent



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# INDEPENDENT

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## Domestic abuse victims are three times more likely to try kill themselves, new study finds

One in four women will suffer domestic abuse at some point during their lives

Maya Oppenheim Women's Correspondent • Wednesday 22 February 2023 16:50 GMT

