

Researcher Job Details

Child Poverty Coordinator School of Geography, Politics & Sociology Faculty of Humanities and Social Sciences

This post is funded by Millfield House Foundation to support the work of the North East Child Poverty Commission (NECPC) a network which is hosted by Newcastle University. The employer will be the University, you will be managed by Professor Tracy Shildrick (sociology). The NECPC, in partnership with the university, will provide strategic direction and oversight of the work plan.

Research Role Profile

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As part of our commitment to career development for research staff, the University has developed 3 levels of [research role profiles](#). These profiles set out firstly the generic competences and responsibilities expected of role holders at each level and secondly the general qualifications and experiences needed for entry at a particular level.

Specific Responsibilities of Position

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Reporting to Professor Tracy Shildrick of Newcastle University (the host organisation), the primary purpose of this role is:

1. To provide the North East Child Poverty Commission with research findings, policy analysis and administrative support to implement and review the Commission's Operating Plan. This will include:
 - carrying out networking and information exchange activities to inform the Commission in developing lobbying positions and key messages
 - developing relationships with stakeholders in order to support the Commission's objectives, particularly in sharing information on child poverty and encouraging action on the Commission's key messages
 - organising and developing the communication and dissemination of key messages through a variety of media, including radio, print, and a range of electronic communication tools including social media
2. To have responsibility for delivering the Commission's work plan according to strategic objectives. Overarching aims are to give children the best start and to tackle 'in work poverty' and related social security issues.
3. To act as secretary to Commission meetings.
4. To maintain relationships with the Commission's funders, providing reports on activity delivered and outcomes achieved in line with funders' expectations, and

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seeking to identify and pursue possibilities for additional funding to continue, develop and extend the work of the Commission.

Specific tasks will include

- Development of collaborative relationships with other organisations in the region concerned with child and family poverty, to understand the experiences of children, young people and families experiencing poverty, including in-work poverty.
- Communication of information on child and family poverty to relevant stakeholders in the region through various mechanisms, including organising seminars and preparing and updating the NECPC website on a regular basis.
- Ensuring progress on the project by facilitating co-ordinating the activities of partners, providing reports to the funder Millfield House Foundation and North East Child Poverty Commission as and when requested.
- Establishing and maintaining effective communication of evidence on reducing and alleviating the effects of child poverty for practitioners and policy makers.
- Working alongside colleagues in the Commission and other related fields to ensure the ongoing development of collaborative discussions and research relating to the prevention of child and family poverty including in-work poverty.
- Contributing to national policy developments, lobbying networks and debates on child and family poverty including in-work poverty, to ensure that regional issues and policy challenges are highlighted and understood.
- Acting as a first point of contact for advice and information to researchers and practitioners in the region interested in child and family poverty.
- Providing administrative and organisational support to the North East Child Poverty Commission.
- Any other duties within the scope and general nature of the grade which may be required.

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Person Specification

Qualifications		
1	A good first degree (in an appropriate social sciences discipline) or equivalent experience.	E
2	A postgraduate qualification (e.g. Master's degree or PhD).	D
Knowledge, Skills and Experience		
1	An understanding of child and family poverty and the current legislative, policy, and practice.	E
2	A good working knowledge of current research and action on child poverty.	E
3	Knowledge of regional / national bodies and agencies relevant to child and family poverty and/or employment.	E
4	Experience of working across agencies.	E
5	Experience of understanding and reporting on relevant academic reports and government policies	E
6	Experience of planning, convening and chairing meetings	E
7	Excellent oral and written communication skills, including report writing.	E
8	The ability to prepare a wide range of publicity materials for different audiences and social media outlets, including writing for the web.	E
9	Project management experience.	D
10	Experience of planning, organising and delivering events.	D
11	Experience of working with a variety of stakeholders, both internal and external, across a variety of levels.	D
12	An understanding of the processes of knowledge exchange between academics, policy makers and practitioners.	D
13	The ability to hear the voices of children and families affected by poverty and of concerned organisations, practitioners, managers, policy makers with sensitivity and confidentiality.	D
Attributes/Behaviours		
1	A willingness to work flexibly to meet the requirements of this role.	E
2	The willingness to travel across the North East, with occasional travel outside the region (within the UK).	E
3	An understanding of, and commitment to, diversity, equality and social inclusion.	E
4	The ability to use initiative and creativity to problem solve.	E
5	Good time management and the ability to prioritise work effectively to deliver work on time and to a consistently high standard.	E
6	The ability to make independent decisions in the absence of a line manager where appropriate.	E
7	A passion for improving the lives of children and families in the North East.	E

HR Office Use Only

SAP Position Number:

Grade:

F

Effective Date:

03.06.2019