



Application Pack

Research & Policy Assistant

We want our application process to be right for you as an individual. If there's anything we can do to make the process below more straightforward for you, please email recruitment@barnwoodtrust.org and we will contact you to discuss what support we may be able to provide.

Our careers page on our [website](#) has some examples of things we may be able to put in place.

We are recruiting for either:

- 1 x Full Time (12 months Fixed-Term Contract) (37.5hrs per week) **or**
- 2 x Part-Time (12 months Fixed-Term Contracts) to work in a job share. (min 15 hrs p/week – max 22.5 hrs p/week).
Maximum 37.5 hrs p/week across both positions.

The application pack consists of the following:

1. Who we are	Page 2
2. Our Terms and Conditions	Page 3
3. Job Description	Page 3
4. Person Specification	Page 6
5. Application Guidance	Page 8

After reading this pack, you will need to complete our online application form:

- Answer the 3-role specific competency-based questions.
 - Provide your personal details, work history and experience.
 - Please consider completing our equal opportunity monitoring section. Your equal opportunities information is separated from your application at source and is not seen by the recruiting manager.
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- **Deadline for applications: 12.00 noon on Friday 3rd May 2024**
 - **Shortlisting: Friday 10th May 2024**
 - **First interviews: Wednesday 15th May 2024 or Thursday 16th May 2024**
 - **Second stage interviews: Tuesday 21st May 2024**



Barnwood Trust

Barnwood is an independent charitable Trust. We get millions of pounds of funding out into the county every year. But money is only part of the story.

We join with the people, communities and organisations in Gloucestershire's disability and mental health movement – creating change so that disabled people and people with mental health conditions have choice of opportunities, access their rights, and are included where they live.

What do we do? We investigate the long-term, complex issues and barriers faced by disabled people and people with mental health conditions. We share research, develop projects, and run campaigns to influence the change that's needed. We partner with local organisations, involve people with lived experience directly in our work, and look for better ways to fund.

Barnwood Trust was set up over 200 years ago. Today, we are not your typical funder, and we don't work in isolation. Learning and collaboration run through everything we do. We bring people together for a different conversation and explore big ideas.

We listen and add clout where we can, to help make changes happen – building belonging and making a difference in the life of the county.

We are a mixed team of staff and Trustees at Barnwood with lived experiences of disability, mental health and neurodivergent conditions, and passionate allies in the disability and mental health movement.

Our Values

Focused



Disabled people and people with mental health conditions across Gloucestershire are at the heart of everything we do

Inclusive



Connecting and collaborating with openness and honesty, we ensure all voices are respected, heard and valued

Bold



In the face of change and uncertainty we are flexible and confident in finding ways forward

Forward Thinking



Using our independence, we explore long-term solutions to everyday challenges



Terms and Conditions

1 x Full Time (12 months Fixed-Term Contract)

(37.5hrs per week)

Salary: £33,697 p/a

2 x Part-Time (12 months Fixed-Term Contracts) to work in a job share.

(min 15 hrs p/week – max 22.5 hrs p/week).

Maximum 37.5 hrs p/week across both positions.

Salary: from £13,479 p/a to £20,218 p/a

- 36 days holiday inc. bank holidays (pro rata for part time)
- Life Assurance (3 x Salary)
- Pension Contributions

Due to the nature of its duties, this position is predominantly based in our office in central Cheltenham with only occasional and irregular opportunities for home working.

Barnwood Trust is committed to safeguarding and promoting the welfare of disabled people and people with mental health conditions and expects all employees to share this commitment.

All offers of employment are subject to several employment reference checks and a basic DBS check provided by the Trust.

Job Description

PURPOSE

To contribute to and support the Trust's research, evaluation and policy monitoring activity, which generates actionable insights enabling the Trust to:

- understand the experiences of and barriers experienced by disabled people and people living with mental health conditions in Gloucestershire.
- understand the local and national policy context in which the Trust is operating.



- use these insights to inform the development of the Trust's current and potential programmes of work.
- evaluate the impact of the Trust's work for individuals, communities and organisations across the county, and the processes involved in making those impacts

INTRODUCTION & BACKGROUND

Barnwood Trust is a long-established charitable Trust in Gloucestershire.

Its vision is that Gloucestershire will be a better place when disabled people and people with mental health conditions are equal, empowered and their rights are upheld.

The Trust's purpose is to act as an agent of social change, working alongside disabled people and people with mental health conditions to create that change.

Our work is focused on three strategic goals:

- Disabled people and people with mental health conditions across Gloucestershire have choice of **opportunities** that meet their hopes and passions.
- Disabled people and people with mental health conditions across Gloucestershire are **included** and involved in their communities and the places where they live.
- Disabled people and people with mental health conditions across Gloucestershire access their **rights** and see positive change on disability issues.

POSITION IN ORGANISATION

The Research and Policy Assistant is a full-time role which sits within the Insights Team and reports to the Research and Policy Manager. The primary function of the Team is to generate actionable insights to inform and deliver the Trust's programmes of work.



OUTLINE OF FUNCTION

Collecting research evidence and policy information

- Contributing to desk-based research: gathering, analysing, and synthesising secondary research studies relevant to the Trust's work.
- Contributing to policy monitoring: gathering, interpreting, and synthesising information about national and local policy relevant to the Trust's work.
- Supporting other elements of the Research & Policy Team's research, monitoring and evaluation activity where needed, including research and evaluation design, research and evaluation activity, and data analysis.

Communicating research and policy evidence

- Communicating desk-based research and policy evidence: collating and summarising key evidence to share with a range of audiences, both internal and external, in a range of formats and contexts.
- Working with the Research and Policy Team to contribute to written reports, policy position statements, and evidence reviews in support of the Trust's programmes of work.
- Supporting other elements of the Research & Policy Team's dissemination activity where needed, including at events to share research findings.

General

- Uphold, safeguard and promote the Trust's values, principles and policies through personal conduct, approach to all tasks undertaken and conduct of relationships with everyone engaged with, inside and outside the Trust
- Contribute to events and activities organised to support the development of Barnwood Trust and to promote the work of the Trust including the Trust's internal and external Learning Programme
- Participate in routine tasks required to maintain a high-quality environment for everyone using Barnwood Trust's premises



- Take responsibility for working in accordance with the Trust's policies, with special regard to the safeguarding policies, taking reasonable care for your own health and safety, and that of other people, and to comply with all health and safety legislation
- Ensure the Chief Executive is kept informed of all important matters related to the work of the Trust across the county
- Maintain confidentiality at all times and ensure compliance with the Trust's Information Governance Policy and suite of policies

Person specification:

Commitment to disabled people and people with mental health conditions

- Passionate about making a positive difference to the lives of disabled people and people with mental health conditions.

Essential Knowledge and Experience:

- An understanding of different types of research data and data collection methods.
- Ability to source, collate and analyse research and policy evidence from a range of sources, including an ability to discern the quality and relevance of those sources.
- Excellent and flexible communication skills, able to communicate information at varying levels of detail in different formats to different audiences.
- Proficiency in Microsoft Word, PowerPoint and Excel.

Desirable Knowledge and Experience:

- Experience of undertaking evidence / literature reviews drawing on a range of different sources.
- Experience of designing and conducting primary research and / or evaluation, using a range of methods (e.g. focus groups, interviews, surveys etc).
- Experience in producing written pieces summarising complex information clearly and succinctly.



- Experience of using Microsoft Excel or other analysis software for basic data analysis.
- Knowledge of the experiences of disabled people and people with mental health conditions

Work ethic and approach

- A positive attitude and an ability to generate goodwill and build relationships with collaborators and colleagues
- Ability to manage parallel tasks, prioritise work, cope with the unpredictable and manage time effectively to meet internal and external deadlines
- Displays the utmost integrity and an ability to hold and respect confidential and sensitive information
- Dependable and resilient
- Commitment to working as part of a team
- Self-motivated, resourceful, and proactive in taking initiative
- Concern for, and commitment to, delivering high quality work



Guaranteed Interviews

In the person specification we describe some 'essential skills or experience' (a few things we really need the person applying to be able to do). If you have a disability (this includes mental health or long-term health conditions) and have these essential skills or experiences, we will guarantee you an interview.

To be invited to interview or assessment in this way, you must detail in the answers to our 'Competency Questions' document how you meet the essential criteria for the role and then check the box next to the question asking if you would like your application to be considered for this.

A request under the guaranteed interview scheme does not guarantee an applicant a job. At interview, the best candidate will be offered the role. If you are invited to interview you will receive your invite and we'll ask you about any reasonable adjustments that you may need.

How to apply

On our website, click on Apply Now to be taken to the online application form. The online application form has 3 main sections for you to complete:

1. The form will ask you to answer 3 role specific competency-based questions. It is only your answers to these 3 questions that will initially be shown to the hiring manager to shortlist applicants for interview so please answer these questions fully.
2. The form will ask you to complete a basic application form including your personal details, work history and experience. This section will not be shared with the recruiting manager until after shortlisting and will be held by the recruitment team.
3. Finally, the form will ask you to complete an equal opportunity monitoring section. Your equal opportunities information is separated from your application at source and is not seen by the recruiting manager.



Equal Opportunities questions help us to monitor the effectiveness of our Equal Opportunities policy by gaining a picture of all those applying for and obtaining jobs with the Trust. The Equality Act 2010 protects people from discrimination and promotes equality based on a number of 'protected characteristics'. We ask for information on your 'protected characteristics' to help us monitor our performance on equality.

Completing the form

You may wish to complete your application in stages. To do this, use the 'save and continue later' function at the bottom of a page in the application. The form will ask you for an email address and will email you a link to the completed section of form so you can go back to it later even if you close your web browser.

Applications must be submitted by the closing date and time. Once you have submitted your application form you will not be able to make any further amendments and you will not be able to see a copy. If you are invited to interview, we will share a copy of your application form with you.

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