



## Job Description and Person Specification

<b>Post Title:</b>	Researcher.
<b>Contract Type:</b>	Fixed Term (until March 2028 with a view to extend subject to funding).
<b>Hours:</b>	Full-time (35 hours per week). Part-time will be considered.
<b>Salary:</b>	£30-33k (depending on qualifications and experience).
<b>Place of Work:</b>	Southall (up to 2 days WFH).
<b>Responsible to:</b>	Policy, Campaigns and Partnerships Manager.

### Job Purpose:

The postholder will support and contribute to Southall Black Sisters' (SBS) research, policy and campaigning work by developing and delivering high-quality, intersectional research that:

- Strengthens the evidence base on violence against women and girls (VAWG), particularly as it affects Black, minoritised and migrant (BMM) women and girls.
- Centres the lived experiences of victim-survivors, using participatory and coproduced research methods.
- Informs SBS's advocacy, public education and service delivery strategies through accessible, impactful research outputs.

Working closely with senior staff, frontline colleagues and external partners, the postholder will design and contribute to research projects, gather and analyse qualitative and quantitative data, and produce clear, well-structured outputs including reports, policy briefings and presentations. They will be supported to develop their research skills and will be encouraged to bring creativity and rigour to exploring the structural inequalities that shape the lives of the women SBS supports.

### Duties and Responsibilities

#### 1. Research and Evidence Building

- Design and deliver research projects that advance SBS's understanding of the experiences, needs and rights of Black, minoritised and migrant (BMM) women and girls affected by violence, abuse and immigration control.
- Conduct desk-based, primary, secondary, qualitative and quantitative research, including Freedom of Information requests, interviews, focus groups and literature reviews.
- Develop clear, ethical and trauma-informed methodologies that centre the voices and experiences of survivors.
- Maintain research plans and data collection systems to ensure high-quality evidence and knowledge management.

## **2. Analysis, Insight and Outputs**

- Analyse data and translate findings into accessible and compelling outputs, such as reports, briefings, presentations or infographics.
- Present research findings to internal and external audiences, including staff, trustees, funders, community members and policymakers.
- Work closely with the policy, advocacy, and campaigns team to ensure evidence informs SBS's policy positions and strategic communications.
- Ensure all research is aligned with SBS's anti-racist, intersectional and survivor-centred values.

## **3. External Engagement and Collaboration**

- Build and maintain relationships with academic institutions, frontline services, partner organisations and networks relevant to SBS's research areas.
- Identify opportunities for collaboration, intelligence-gathering and engagement — including project visits, roundtables, events and online forums.
- Support engagement with parliamentarians, decision-makers, and civil servants as required, including through research-led advocacy.

## **4. Impact, Evaluation and Learning**

- Contribute to the development of monitoring and impact frameworks for SBS's research, policy and campaigns work.
- Reflect critically on research practice and support internal learning across teams to improve effectiveness and strategy.
- Embed trauma-informed and anti-oppressive approaches into all aspects of evidence-building and learning.

## **5. Training, Public Awareness and Internal Support**

- Assist in the design and delivery of training, public education or community engagement events, drawing on research insights.
- Provide information and analysis to support funding reports, communications, policy submissions and training materials.
- Participate in relevant supervision, reflection, professional development and training as part of your role.

## **6. General Responsibilities**

- Promote and reflect SBS's values in all areas of work, including respect for the rights, dignity, and the agency of Black, minoritised and migrant women and girls.

- Maintain clear and adequate records of work done, and to produce reports on work programmes and activities as required.
- Be responsible for individual work plan activity and work with the team manager to set and agree on clear objectives, as well as regularly monitor performance against workplan requirements
- Be responsible for personal learning and development and keep up to date on research, relevant legislation, policy and practice, and other literature relevant to the role
- Participate in supervision, training and meetings as required, and assist in the development of services in line with agreed development plans
- Carry out word-processing, filing, and administrative tasks necessary to comply with the job description
- As needed, assist in the organisation of SBS conferences and or events
- Responsible for undertaking any other duties appropriate to the post.
- Adhere to SBS's policies and procedures and ensure awareness and integration of an equalities and human rights agenda in all areas of work
- Ensure compliance with all legal and contractual reporting requirements in relation to policy advocacy
- In conjunction with Line Manager and Head of Service to attend and contribute to team/staff meetings, supervision/appraisal, and other meetings as appropriate
- Undertake any additional duties to contribute to the smooth running of the SBS centre, services, projects and campaigns.
- Adhere to SBS's policies and procedures and actively uphold SBS's core values-including anti-racism, secularism, intersectional feminism, and a commitment to human rights and social justice-across all areas of work.

***It is essential to the development of SBS' service delivery that the post holder is able to respond flexibly to changes in the requirements of this post. This job description is therefore a guide and not an exhaustive list of all responsibilities the post holder may have over time.***

## Person Specification

Your application should give clear examples of experience, knowledge, skills, and abilities gained through paid and/or unpaid work (e.g., volunteering or campaigning).

**Key:**

**E = Essential (must-have criteria)**

**D = Desirable (criteria that will strengthen your application)**

**\* = Criterion used for shortlisting**

Qualifications and Experience		
Specification	E/D Shortlisting	Assessed via

Experience of conducting and overseeing research, using a range of methodologies for different audiences, including quantitative data analysis.	E*	Application & Interview
Experience of delivering research projects using ethical and trauma-informed approaches, including with people with lived experience.	E*	Application & Interview
Strong organisational, planning and time management skills, with the ability to manage research processes and outputs to tight deadlines.	E*	Application & Interview
Experience of presenting research to government, parliament, civil service, statutory stakeholders, media, or funders.	E*	Application & Interview
History of collaborative working and relationship building with a range of organisations and individuals.	D	Application & Interview
Experience of using datasets (including government or local authority data) for timely campaigns or communications.	D	Application & Interview
<b>Knowledge</b>		
<b>Specification</b>	<b>E/D Shortlisting</b>	<b>Assessed Via</b>
A good understanding of the experiences and needs of women and children affected by violence and abuse, honour-based abuse and the immigration system.	E*	Application & Interview
Ability to communicate research and compelling cases for change to different audiences, through written reports and creative outputs.	E*	Application & Interview

Understanding of intersectional feminism and its application to researching issues affecting Black, minoritised, and migrant women and girls.	E*	Application & Interview
Awareness of power dynamics and privilege in research, and interest in challenging these through participatory approaches.	E*	Application & Interview
Knowledge and understanding of the work of SBS	D	Interview
<b>Skills</b>		
<b>Specification</b>	<b>E/D Shortlisting</b>	<b>Assessed Via</b>
Excellent written and visual communication skills	E*	Application & Interview
Ability to produce clear and engaging content for different platforms and audiences.	E*	Application & Interview
Strong interpersonal and collaborative skills, with ability to work with colleagues and external partners.	E*	Application & Interview
Good IT skills, including use of research platforms and data tools.	E	Interview
Adaptable and solution-oriented, with a proactive and positive approach.	E	Interview

Ability to respond effectively to competing demands and adapt to changing contexts.	E	Interview
Ability to work independently and prioritise own workload.	E	Interview
<b>Other</b>		
<b>Specification</b>	<b>E/D Shortlisting</b>	<b>Assessed Via</b>
Commitment to anti-discriminatory practices and equal opportunities, with an intersectional approach.	E*	Application & Interview
Evidence of commitment to the values, vision and mission of SBS.	E*	Application & Interview
Willingness to attend occasional evening and weekend meetings.	E	Interview