

Job Description for Research and Engagement Officer

Position Title	Research and Engagement Officer	
Post Conditions	Fixed term for 12 months from July 2024	Part-time – 24.5 hours per week
Remuneration	£18,200 (£26,000 per annum pro-rata)	
Annual Leave	25.2 days per annum (30 days + 6 public holidays pro-rata)	
Position Location	Homebased with travel across Skye and Lochalsh	
Reports To	SLCVO Chief Officer	
Direct Reports	No direct reports	

Purpose of Role

To support the development and delivery of evidence-informed resources for Skye and Lochalsh Council for Voluntary Organisations and the Health, Wellbeing and Welfare Collaboration.

Organisational Context

Skye and Lochalsh Council for Voluntary Organisations (SLCVO) is a community development organisation that supports the social, health and community wellbeing of Skye and Lochalsh. We provide support services to communities and groups, work with people of all ages who are interested in volunteering and support the third sector to champion co-production.

The Health, Wellbeing, and Welfare Collaboration is part of SLCVO's Community Collaboration Hub which serves as a dynamic space for individuals, organisations, and sectors work together towards common goals and address shared challenges. The programme supports third-sector groups delivering health, wellbeing and welfare services through strengthening partnerships, engaging with communities, advocating for member organisations and collaborating for holistic service provision. The programme's primary objective is to support the growth and advancement of the third sector, leading to enhanced well-being for children, young people, families, adults, and carers. At the heart of our approach lies a commitment to increase awareness and understanding of current health, social care and wellbeing needs in Skye and Lochalsh using research, practical insights, and real-life experiences.

The Research and Engagement Officer will work with SLCVO staff and programme stakeholders examining the latest research findings, collaborating with third sector organisations, and engaging with individuals who have firsthand experiences. Subsequently producing tailored resources that will help groups develop projects/new services that address the needs of individuals and our communities.

Role Description

Research tasks

- Map third sector groups in Skye and Lochalsh and their activities including health, wellbeing, social care and welfare provision
- Carry out relevant literature and data reviews to identify gaps in current research and inform the programmes approach to primary research
- Develop the programmes primary research plan with stakeholders
- Implement the primary research plan, including developing evidence gathering tools and carrying out in-person engagement activities
- Produce high quality written outputs (such as briefing papers and research reports) from primary and secondary research
- Carry out research activity in line with ethical protocols, including managing all personal data to ensure confidentiality and compliance with the Data Protection Act

Engaging programme stakeholders

- Build strong relationships with third sector groups, people with lived experience and those working in public sector
- Produce and disseminate project information for programme partners, research participants and individuals with lived experience
- Maintain administrative systems for record keeping to support research
- Engage with third sector groups, using consultative and participative approaches, to promote a culture of self-evaluation.
- Facilitate opportunities for those with lived experience who contribute to our work to develop additional skills and take an active role in its dissemination

Other

- Assist in the preparation of project monitoring reports
- Arrange and attend relevant meetings
- Attend SLCVO Programme meeting
- Ensure that at all times work adheres to the best equal opportunities practice.
- Ensure timely escalation of significant decisions to senior colleagues, and support the identification of solutions.

Knowledge, Skills and Expertise

Essential

- Experience of research and knowledge mobilisation
- Experience of working with the third sector
- Good communication skills, including confident public speaking and facilitation.
- Excellent organisational skills, including the ability to develop own work plan, to work within tight timescales and to meet deadlines.
- Be able to prioritise and balance competing demands, exercising judgment and making defensible decisions within parameters.

- Ability to manage time and multiple projects, and willingness to work flexibly
- Strong motivation and experience of collaborative working
- Experience of developing resources, including publications, reports and workshops.
- Excellent general computer competence (Word, Excel, Web, email, PowerPoint, Zoom or Teams)
- Comfortable with remote working communications technologies and practices

Desirable

- Knowledge and experience in health, wellbeing and social care
- Experience in co-production with people with lived experience
- Experience of project management

Other

- Some travel will be required for this role
- Ability to work out with normal office hours when required

Working at SLCVO

SLCVO is an equal opportunity employer and implements a programme of positive action to make this policy fully effective by ensuring that no job applicant or employee receives less favourable treatment on the grounds of protected characteristics or attributes.

We are committed to the Scottish Government's Fair Work First policy and are striving to be an organisation which sees employees engaged in what we do, supported through training and development opportunities, and we promote positive approaches to make SLCVO a flexible and dynamic place to work.

Data Protection Statement

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process. We may check the information collected, with third parties or with other information held by us. We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds, or in other ways as permitted by law. By signing the application form you are agreeing to the processing of sensitive personal data in accordance with our registration with the Information Commissioners Office.

Funders

This project is part-funded by the UK Government through the UK Shared Prosperity Fund, SLCVO Unrestricted Reserves and Community Regeneration Fund

The UK Shared Prosperity Fund is a central pillar of the UK government's Levelling Up agenda and provides £2.6 billion of funding for local investment by March 2025. The Fund aims to improve pride in place and increase life chances across the UK investing in communities and place, supporting local business, and people and skills.' For more information, visit UK Shared Prosperity Fund: prospectus - GOV.UK (www.gov.uk)



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