



### Research Officer

<b>Salary:</b>	£25,000 per annum
<b>Role type</b>	Full time, with occasional evening and weekend work for national and international travel
<b>Contract type</b>	Temporary 3-month contract with potential to extend
<b>Location</b>	Cowbridge, South Wales  Option of some remote working to be discussed as part of the recruitment process
<b>Reports to</b>	Praesidio Safeguarding Head of Programmes
<b>Management responsibility</b>	None at this time

### Job Description:

- To undertake desk-based research and produce summaries of academic research articles as well as reports published online on different digital safeguarding issues. Consider, discuss and analyse these within the Praesidio team.
- To work with the Praesidio team on developing and designing research, policy and safeguarding projects, supporting on research analysis and assisting with the drafting of research reports and project outputs.
- To use qualitative and quantitative research skills to undertake research and analyse outputs in conjunction with the wider team.
- To work with the Praesidio team on research and engagement projects, organising and creating content and leading on recruitment and then engagement sessions with young people, professionals, their parents and carers and being able to collate and write up results.

### Key responsibilities:

- To contribute to strategic projects through developing specialist knowledge and expertise in relation to safeguarding and digital safeguarding.
-

- To contribute and draft communications products for Praesidio and its projects.
- Support data gathering work and initiatives for delivering primary research such as focus groups and classroom sessions.
- To actively promote Praesidio’s vision and values in relation to safeguarding, equality and diversity and to represent Praesidio at local, regional and national forums and events as required.
- Training a range of content (training will be provided), with some travel required
- Attend and contribute to internal team meetings and external client facing project Meetings.
- Assist with grant applications

### Person Specification:

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	A social science or humanities degree or equivalent qualification	QTS or other relevant qualification applicable to the role. For example, Masters Degree
<b>Knowledge</b>	<p>Detailed knowledge of qualitative and quantitative research methods</p> <p>Ability to review, analyse and synthesise from a wide range of sources.</p> <p>Sound working knowledge of safeguarding for children and vulnerable adults.</p>	<p>Awareness of approaches to wider youth-led social change, civic action, and youth and community activism and campaigning.</p> <p>Good understanding of social media platforms and games popular among children and young people.</p>
<b>Skills</b>	<p>Policy and research experience – experience of producing desk-based research, journal reviews and online searches</p> <p>Experience and understanding of quantitative and qualitative research methods</p> <p>Organised and proactive</p> <p>Ability to work quickly and to tight deadlines</p> <p>Presentable and articulate</p>	

	Excellent understanding of Microsoft Office including, word, excel, teams and PowerPoint	
<b>Experience</b>	Professional or voluntary experience of working with children and young people	<p>Experience of working sensitively with vulnerable or excluded groups</p> <p>Safeguarding experience</p> <p>Experience of working on online safety issues</p> <p>Experience of using different research software (SPSS/ Nvivo etc)</p>
<b>Other</b>	<p>Able to build rapport quickly and to earn respect and trust with a range of audiences.</p> <p>High level of emotional intelligence, and ability to be non-judgemental and neutral, putting aside own views when listening and consulting.</p> <p>Good self-motivation, initiative and ability to work independently.</p> <p>Commitment to principles of equity, diversity and inclusion, including anti-discriminatory practice.</p> <p>Organised and systematic in approach to work, able to follow project plans and stick to deadlines</p>	

### **Accompanying guidance:**

The job description sets out the purpose of the role and its key responsibilities. The person specification describes the key things we're looking for from applicants. We recognise most applicants will have more experience in some areas than others or will be able to evidence how they've demonstrated certain attributes, skills or areas of knowledge more so than others.

Please do get in touch if you want to check that your background and experience is suitable or for an informal chat about the role before applying.

### **Writing your supporting statement:**

The supporting statement is your opportunity to tell us about why you would be a great person for the role, and to showcase how your experience and skills match up to those in the person specification. In your supporting statement, we would recommend looking closely through the person specification and giving examples from your previous experience about when you've demonstrated these personal attributes, skills, or areas of knowledge. Think about the best examples you can use, even in areas where you might have less experience but can demonstrate relevant understanding or expertise. The entire statement should be no more than two sides long.

### **How to apply:**

To apply, please provide a CV (in Word or PDF format) alongside a supporting statement detailing your suitability for the role by the closing date of **Sunday 15<sup>th</sup> October 2023**.

See below for more information on writing your supporting statement. Applications should be sent by email to [info@praesidiosafeguarding.co.uk](mailto:info@praesidiosafeguarding.co.uk)

### **Shortlisting and interview process:**

We'll be shortlisting for interview after the closing date and hope to invite a number of candidates to an online interview, lasting no longer than 60 minutes over Zoom during the week of the 16<sup>th</sup> of October 2023. Please let us know if we need to make any reasonable adjustments for you, or if there are any difficulties with access to technology which would make interviewing this way difficult.

All applicants who are shortlisted for interview will be given information on what to expect, including a partial list of questions, and some tips on what we'll be looking for you to demonstrate at interview. There will likely be a task relevant to the role which you'll need to take a little bit of time to prepare for in advance of the interview – full information will be provided to shortlisted candidates nearer to the time.