

Recruitment Pack

Policy and Data Analyst



Everyone in the UK should experience the power of participation to shape a fairer future.

Our approach

We understand

Working with local people, governments, businesses and policymakers, we develop original research to uncover insights, new evidence and data to support social innovation.

We involve

Actively involving people in research and innovation, we strengthen the relationships between communities and the organisations that influence their wellbeing.

We innovate

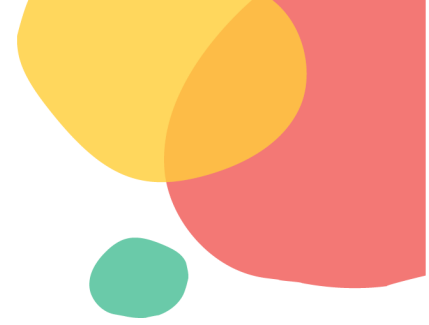
Creating initiatives that involve people from diverse sectors, we support game-changing ventures and incubate ground-breaking organisations, working to shape a fairer future.

The Young Foundation is the UK's home for community research and social innovation. As a not-for-profit, we drive positive change and supporting collective action to improve people's lives.

Shaping a fairer future

We are the UK's home for community research and social innovation

The Young Foundation is a registered charity in England and Wales. Our charity number is 274345. We are also a company limited by guarantee. Our company number is 1319183.



Role: Data Analyst

Salary: £40,000

Location: Our offices are in Toynbee Hall, East London, but we welcome applicants from across the UK who do not wish to relocate. You should be willing to travel to our London office for team and project meetings up to six times per year. Project related travel costs will be reimbursed.

Hours: Three days a week (flexible – minimum 21 hours/ week)

Contract: 22 months. Start date ASAP.

Benefits: 25 days annual leave plus three office closure days between Christmas and New Year. We also provide two wellbeing days per year. Staff are signed up to one of two pension schemes and a personalised wellbeing budget through Better Space.

About the Young Foundation

Today, The Young Foundation's mission is to shape a fairer, greener future. We support locally-led action, building knowledge around the issues people tell us they care about. We involve communities in research, and delivering programmes to shape a stronger, fairer society. We work collaboratively to improve lives and address shared challenges, driving social change for stronger communities and a fairer future.

Our new strategy, the Power of Participation, sets out our ambitious, five year plan.

[The Power of Participation: our vision 2024-28 – The Young Foundation](#)

About the role

We are seeking a Policy and Data Analyst who has the experience and expertise to work across varied projects and programmes of government, public sector and private sector-facing work. This requires strong quantitative, statistical and policy analysis skills and experience working with public, social and administrative data sets. We aim for the insight we generate to inspire support for social change, drive positive action, and influence policy and practice.

This role will lead on a range of mixed method projects across key thematic policy areas, including a strong focus on a just transition to net zero, sustainability and the social, economic, health and place-based challenges connected to how we build a fairer, greener future.

The work is diverse and balances client commissions with creative policy and data design, developing new indexes, measures, metrics and projections to support policymakers at the heart of government, in local government, and in business to make socially impactful decisions and interventions. While the majority of our research is mixed methods, we conduct innovative analyses of unusual data sets, or work which combines data sets in new

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ways (eg, our *Flipping the Coin*, *Community Strength Index*, or *Index of Readiness* research). Some projects are shorter pieces of work over a number of months, whereas others might run over multiple years.

Increasingly, we pioneer in the development of participatory data sets that include lived experience, which support people and policymakers to make decisions and drive change on a number of topics. We welcome applications from individuals with exceptional quantitative and policy analytical skills who may not have extensive experience in participatory methods, but have a willingness to learn participatory practices.

This role would suit a motivated self-starter with a passion for the work we do, and a deep understanding of the social, sustainability and welfare issues we tackle. A strong conviction for the role that research and evidence can play in influencing and shaping policy, practice and change is essential. You will have a strong track record in working on data, policy and analytical projects and leading parts of research designs, experience working with clients and stakeholders; and experience producing high quality data, policy and research outputs.

How to apply

With reference to the Job Description (overleaf), please complete and return the application form and additional information requested to applications@youngfoundation.org

The closing date for applications is **5pm on 27 November 2024**

This is a two stage application processes. The first stage will involve an interview, and the second stage will consist of an interview and a task.

First stage interviews will take place w/c 2 December 2024

Second stage interviews will take place w/c 9 December 2024

The Young Foundation is an equal opportunities employer and as part of our commitment to increasing the diversity of our team we actively encourage people from Black and Ethnic Minority or other under-represented groups to apply for this role. We positively encourage applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.

You must have the right to live and work in the UK. Applicants who require a work permit in order to take up employment will not be considered.

Please complete our online [Equality and Diversity Monitoring Form](#). This information will not be seen by the hiring manager or impact your application.

Upon submitting your application, you will receive an automated response to say we have received your application. Please note that we review applications after the closing date and we regret that we will only be able to reply, and give feedback, to short-listed applicants.

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Job description

The Policy and Data Analyst will design and deliver high-quality research, programming, and client facing projects as part of The Young Foundation's Just Transition work, collaborating across the organisation with colleagues and external partners to achieve this.

The Policy and Data Analyst will have quantitative and statistical research skills and policy analysis skills, with the confidence to explore new methods or to take a new approach to seemingly entrenched issues. They will play a key role in supporting colleagues who are not research specialists. You will work closely with the Director of Sustainability and Just Transition, as well as the Director of Communications and External Affairs, the lead for Innovation and Practice, and the lead for Research, to deliver a broad range of projects and raise our profile externally as producers of useful, innovative and creatively shared insights.

Duties of the role

- Deliver quantitative, statistical and policy focused research projects, including (but not limited to) research focused on the climate action agenda, justice and sustainable development, and policymaking for place, welfare, regeneration and nature-positive societies.
- Design and conduct quantitative and mixed methodologies, including use of quantitative methods software (SPSS, NVIVO or similar), questionnaire/ survey design, and data analysis (R, Python etc.).
- Develop and deliver innovative and commissioned research designs, bringing together large-scale datasets including data cleaning, factor analysis, noting headline statistical and descriptive analysis of findings, and experience developing and keeping clear and concise documentation for reproducible analysis.
- Design and conduct policy analysis methodologies that examine the implications of different policy interventions and scenarios, on relevant themes to the work of The Young Foundation.
- Manage work strands relating to the Just Transition portfolio, including taking personal responsibility for key elements of the policy and data analysis work as well as supporting others in the team.
- Conduct data and evidence reviews, using a range of methods and sources of data, predominantly related to issues of climate and sustainability, place, communities, inequalities, and other welfare and social policy topics.
- Contribute to business development, identifying opportunities and contributing to bid-writing.
- Contribute to client presentations, and working closely and collaboratively with clients, stakeholders and local partners to manage relationships.
- Produce high-quality data, policy and research outputs for a range of audiences, including report writing and presentations.
- Develop and apply data design, research design, and creative approaches to the communication of research findings – eg, video, photography, visual design, infographics etc.
- Take responsibility for data and project management, administration and protection.
- Any other duties as required by the line manager in line with the grade of the post.

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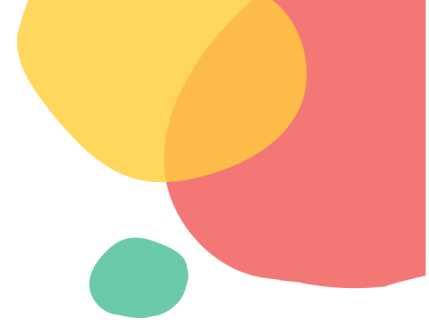
Person specification

Prior experience – essential

- Extensive experience and strong skills in using quantitative and statistical research methods, ideally gained through work in the public, private or third sectors, or through a relevant postgraduate degree.
- Experience conducting analysis using Excel and other software (such as SPSS, NVivo) at intermediate level or above.
- Experience and ability in data languages including R.
- Experience bringing together large-scale datasets including data cleaning, factor analysis, noting headline statistical and descriptive analysis of findings, and experience developing and keeping clear and concise documentation for reproducible analysis.
- Experience in client-facing work, managing work strands of research and policy projects and managing research designs.
- Experience conducting robust data and evidence reviews for research designs using social data, publicly available data and administrative and policy data, on relevant topics.
- Evidence of ability to work across multiple projects and effectively manage competing demands on time.
- Ability to communicate effectively about research findings to a range of audiences including clear accessible written and presentation skills.
- Training, or knowledge and practical experience, of applying a range of social research methods.

Prior experience - desirable

- Demonstrable knowledge of a subject area related to the areas of The Young Foundation's work, such as: Just Transition and Net Zero, Community Power, Inequalities and Poverty, Health and Wellbeing.
- Experience in policy analysis including projections and scenarios.
- Experience of cost benefit analyses methodologies for social and public data.
- Experience working with environmental data sets and nature focused data sets.
- Experience of mixed methods research.
- Experience of creative communication of data visualisation and research findings – eg, video, photography, visual design, infographics etc.
- Previous experience of working on research-to-practice projects.
- Evidence of having been involved in successful business development and bid writing.



Application form

General tips:

In this application, we'll ask you to share your experience to date and reasons for applying to the role. We're looking to understand who you are, your research experience, and what you can bring to our organisation.

Please answer each of the four compulsory questions as directly and concisely as possible, being mindful of the word limit (250 words max per question).

Questions

1. Why do you want to apply for this role and what key experience do you have that you think will be a good fit for the role? (250 words)
2. We have recently published research calling for a pioneering Index of Readiness to support local authorities to understand their strengths and weaknesses in reaching net zero. Please describe how you would develop a research design for this work, including what considerations you would have, what methods you would use and what data sets you would seek to bring together? (250 words)
3. In this role you, will be central to shaping how we and others successfully use data to inform policy and action. Please give an example of when you have worked on an innovative policy-focused project or intervention, and identify what your role was, the actions you took that made it a success, and what, if anything, you would do differently in future? (250 words)
4. Central to The Young Foundation's research practice is a strong commitment to ethics in research. Can you share examples of how you have sought to bring an ethical approach to your work in data and policymaking? (250 words)