



JOB DESCRIPTION

Policy, Research & Projects Officer – Social Care, National Care Forum

We are looking for a Policy, Research and Projects Officers to support the work of the National Care Forum, the leading voice for not for profit care providers. NCF supports its members to improve social care provision and enhance the quality of life, choice, control and well-being of people who use care services. We work directly with not for profit providers of care and support services across the UK offering a wide range of services including, home care, housing with care, day care, intermediate care, outreach, dementia care, residential and nursing care, and specialist provision for all adults and older people. Our members support a diverse range of needs, including learning disability and autism, mental health, physical disability and those of older people with dementia.

This is a varied role, offering an exciting opportunity to work within the not for profit care sector.

The role includes supporting our members, contributing to influencing/ thought leadership work, policy and research work to support on key areas of interest to our members and project management and support across a range of innovative projects.

Location: An office base is available in Coventry, however, we welcome candidates from across the country who are prepared to be home based. Regular travel and overnight stays are likely to be part of the role in future.

The post is full time and permanent. Salary £32,000 per annum. For more details, please visit the NCF website to download an application.

Closing date: Close of play on Friday 21 January 2022

Interview date: Week commencing 31 January 2022 via ZOOM call

The successful candidate will work within the National Care Forum team to support a range of key work streams:

Policy & research:

- support the senior NCF team to keep abreast of developments in public policy and research relevant to the social care sector
- Undertake desk top research support / intelligence gathering for potential projects/ development ideas and support the wider NCF team with research gathering from members via survey software, including design, analysis and reporting
- Support the NCF senior team to deliver academic/ research projects that NCF may be part of/ wish to commission
- Produce short, clear concise briefing notes/ summaries/ research analysis
- Support the team to identify and prepare potential funding opportunities to grow this area of work

Project management:

- Support the relevant NCF project lead in the delivery of a range of funded time limited programmes, including support on project planning, overall project management, project reporting and project communications.
- Provide excellent project organisational and logistical support as part of the programme delivery, including managing bookings, sourcing venues, communications with participants and stakeholders
- Support NCF project leads to gather evidence on the impact of NCF programmes and wider activity, including highlighting progress and identifying challenges to be relayed to a wide range of stakeholders
- Support the NCF project lead, as appropriate, to manage a small group of staff or external consultants to deliver against project milestones
- Support the delivery of a range of funded work and consultancy projects as required

Membership & partnership support:

- Support the Membership Engagement Officer and Events and Partnerships Lead with research and intelligence to support sourcing and recruiting new members/ partners and maintain existing relationships
- Support the improvement of existing data systems and analysis to make the most of all our membership and forum data and partner data

Overall:

- Contribute to the effective running of NCF through being a valuable and flexible team member
- Support the wider NCF team to effectively represent NCF membership and wider sector interests to government officials at both a national and local level, with clear briefings/ evidence and sound data analysis
- Support the wider team with NCF communications, which uses a range of platforms including events, meetings, written, spoken and social media

Areas of specialist knowledge

The NCF membership provides a diverse range of services meeting a wide range of needs. This role will bring additional specialist knowledge and capacity to our work across the following areas:

- Learning disability and autism
- Mental health
- Social care workforce
- Primary and secondary research

We are seeking candidates who are able to bring knowledge and experience in two of the above areas or are willing to rapidly develop this knowledge and expertise.

In order to carry out this role, the successful candidate will need to meet the following **essential criteria:**

- Excellent project management skills including adhering to timelines, budgets and reporting against outcomes
- Excellent interpersonal skills, and the ability to work effectively in partnership with colleagues, NCF members and partners and external stakeholders

- Strong policy, research and analysis skills in order to research a range of topics, prepare short briefings and reports with the ability to summarise complex topics for suitable audiences
- Ability and experience of using a range of research tools, such as survey software, and data analysis tools, including strong excel skills
- Excellent literacy, digital literacy and communication skills
- Ability to work as a member of a team, balancing contribution to the team and ability to use your own initiative
- Excellent organisational skills and the ability to manage and understand the impact of competing pressures and conflicting priorities
- Ability to adapt quickly to a rapidly changing policy and project environment
- Understanding of the social care sector

In order to carry out this role, the successful candidates will meet the following desirable criteria: -

Knowledge and experience in at least two of the areas below or willingness to rapidly develop this knowledge and expertise

- Knowledge and experience of digital technology and innovation applicable to the care sector
- Knowledge and understanding of policy and best practice relating to learning disability and autism
- Knowledge and understanding of policy and best practice relating to mental health
- Knowledge and understanding of policy and best practice relating to the social care workforce
- Primary and secondary research skills, including the ability or potential to:
 - manage complex datasets and providing analysis and interpretation for NCF
 - source, analyse and interpret relevant external data, e.g. ONS data etc.
 - use GIS software to provide geographical analysis and mapping solutions