

Job Description for Research Manager

Department: Communications

Reports to: Director of Communications & Public Affairs

Hours of work: Full time, 37.5 hours per week (5 days per week) would consider 4 days per week for the right person

Type: Permanent

Salary: £45,000 per annum

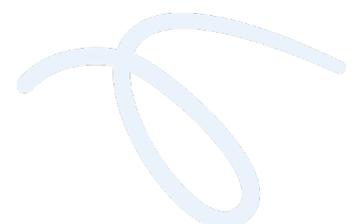
Location: London with hybrid working

The Charity

- Our mission is to improve the mental health and wellbeing of teachers and education staff. We believe that better mental health leads to better education.
- We support individuals and help schools, colleges and universities to improve the mental health and wellbeing of their staff. We carry out research, influence public debate and advocate for changes in Government policy for the benefit of the education workforce.
- Our free and confidential helpline is open 24/7 on 08000 562 561 and is staffed by qualified counsellors. It is available for everyone working in education, including support staff, lecturers, administrators and teaching assistants.

The Role

- The Research Manager plays a central role in shaping the charity's understanding of the mental health and wellbeing needs of the education workforce. This is a highly influential position that combines intellectual leadership, hands on research delivery and strategic collaboration across the organisation and sector.
- You will lead research activity that informs our policy influencing, strengthens our public voice and underpins the development of our services. Working closely with colleagues across communications, public affairs and service delivery, you will ensure the organisation's insight is rigorous, relevant and trusted.
- This role offers the opportunity to use research to create meaningful, real world impact. You will work on issues that matter deeply to the education sector, collaborate with respected academic and policy partners, and contribute to national conversations on workforce wellbeing. The role provides scope for creativity, intellectual challenge and professional growth, and the chance to further strengthen the charity's research function and its reputation across the sector.



Duties and responsibilities

- Lead the design, planning, implementation and delivery of research activities aligned to the charity's strategic objectives.
- Manage and deliver these research projects, ensuring robust project planning, stakeholder management, risk management and evaluation of impact.
- Develop and maintain strong relationships with strategic research partners, academic institutions, think tanks and other collaborators.
- Commission and deliver thoughtful, high quality and agenda setting research, often in partnership with external experts.
- Lead and manage our annual flagship publication, the Teacher Wellbeing Index
- Monitor, synthesise and interpret emerging literature and external research related to mental health, wellbeing, education and the wider policy landscape, ensuring the organisation remains an authoritative voice.
- Ensure that all research activities adhere to recognised ethical guidelines (e.g. British Educational Research Association) and data protection/GDPR
- Contribute to the development of evidence based reports, briefings, articles and thought leadership content to support policy debate, public understanding and sector practice.
- Ability to translate complex research findings into accessible outputs tailored to different audiences including policymakers, education leaders, practitioners, funders and the media.
- Line manage, support and develop the Research Assistant, ensuring high-quality work and professional growth.
- Work closely with the Communications and Public Affairs' teams to ensure alignment between research, influencing and organisational messaging.

These duties must be carried out with due regard to the Education Support Equal Opportunities Policy, Health and Safety procedures, and relevant professional codes of practice.

Person Specification

Skills and Attributes

- Strong understanding of the relationship between research, public affairs/policy and strategic communications.
- Proven ability to design and conduct high quality quantitative, qualitative and mixed methods research and evaluate its impact.
- Excellent project management and stakeholder management skills, with experience leading complex research projects from inception to delivery.
- Strong time management skills with the ability to juggle multiple projects, adapt to changing priorities and meet deadlines.

- Exceptional written and verbal communication skills, including the ability to write for diverse audiences.
- Ability to creatively distil and communicate complex concepts in clear, engaging and accessible ways.
- Strategic thinker with excellent attention to detail.
- Ability to manage, mentor and work effectively with a Research Assistant.

Knowledge and experience

- Minimum five years' experience in a research or policy role.
- Extensive experience managing, leading and delivering significant research projects.
- Strong knowledge of research methods including quantitative, qualitative and mixed methods approaches, as well as literature reviews and evidence synthesis.
- Experience writing and publishing compelling research outputs for multiple audiences, including policy stakeholders.
- Demonstrated ability to stay on top of emerging literature and translate insights into organisational strategy.
- Background in education, psychology, mental health, workplace wellbeing or a closely related field.
- Experience conducting both primary and secondary research.
- A degree in a relevant subject; a higher degree is preferred.
- A project management qualification is desirable.

