

# Candidate Pack

## Senior Researcher (Research and Insight)

January 2025



## CEO Welcome

Thank you for looking at this candidate pack for our new role of Senior Researcher (Research and Insight). I hope you find it informative and that it encourages you to apply to join our team.

This is an exciting time for Carnegie UK. Our strategy, [Learning how to live well together](#), sets out our dual ambitions to put wellbeing at the heart of decision making across the UK and Ireland and to tackle current and emerging threats to our collective wellbeing. Our ground-breaking [Life in the UK](#) Index has started to track the wellbeing of people in the UK over time, and we are committed to running this programme until at least 2030.

For us, collective wellbeing means everyone having what they need to live well now and in the future. As a public policy organisation, we seek to understand what enables and threatens wellbeing and we argue for wellbeing-informed approaches to decision-making. Research and insight are key components of our policy function.

We want to encourage applicants with diverse backgrounds to work with us. We believe that greater diversity of experience, skills and ways of thinking will enrich our approaches and broaden our collective knowledge and networks. We encourage applications from passionate and suitably qualified candidates from all parts of the community.

If you are motivated by our mission for collective wellbeing; curious about the levers of social change; open to learning, and attracted by a values-based organisation, then we'd love to hear from you.



Sarah Davidson  
CEO



## Who we are

Carnegie UK has been working to improve wellbeing in the UK and Ireland for over 100 years. Established in 1913 by the Scottish-American philanthropist Andrew Carnegie, that mission has evolved over time to reflect changes in society and governance.

We now focus on influencing policy and practice at a systemic level, building on evidence and research to argue for change.

Find out more about the work we do on our website [www.carnegieuk.org](http://www.carnegieuk.org)

We work in ways that reflect our organisational values, which were co-produced by the staff team in 2021:

**Motivated by change:** we are galvanised by wellbeing approaches that change people's lives for the better; we commit to assessing and understanding our impact.

**Challenging:** we recognise that social progress requires asking hard questions of ourselves and others; we commit to using research and evidence to speak truth to power.

**Kind:** we believe in radical kindness as the connection we have to each other and to wider society; we commit to putting strong relationships at the heart of everything we do.

**Collaborative:** we are invested in the collective impact of alliances; we commit to building coalitions to tackle wellbeing injustices and change systems.


As an endowed foundation, we are committed to understanding and accounting for our impact on the planet and for the historic marginalisation of minority groups within our communities. This includes investing in ways that align with our mission and broadening the scope of our knowledge base.



## The role - Senior Researcher (Research and Insight)

**Starting salary £40,788** (annual cost of living award takes effect from January each year)

The main functions of this role are:

- To bring high quality research skills to Carnegie UK's portfolio of policy programmes that aim to improve collective wellbeing across the UK and Ireland. This will include a range of research, analysis and insight generation activities and will involve using survey data and qualitative techniques to help find the 'what' and 'so what' in everything we do.
  - Lead in synthesising the commissioned insight and drafting the research aspects of our annual suite of core Life in the UK reports as well as the production of additional added value outputs (such as topical deep dives) from our Life in the UK programme throughout the year.
  - Proactively work with policy team colleagues to identify and answer the right research questions for our programmes to help build a compelling body of evidence to inform our policy and advocacy work in support of our strategy.
  - Undertake qualitative research to bring additional insight to our programmes of work.
  - Ensure a high level of quality assurance on all research outputs.
  - Keep up to date with and provide thought leadership reflection on developments in the wider wellbeing research ecosystem, both in the UK and internationally.
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## Key responsibilities

### *Technical expertise*

- Day to day running of qualitative research projects, sometimes run in house, sometimes with external consultants.
- Day to day running of ad hoc quantitative surveys and polling – including questionnaire design, and analysis.
- Understand innovative approaches to research insight, taking account of current and emerging trends.
- Review and synthesise existing and emerging evidence on wellbeing and associated programme topics.
- Adhere to Carnegie UK's quality assurance process and framework for all research and analysis work at Carnegie UK.
- Support senior staff by undertaking projects or providing briefings and presentations on relevant research, analysis and policy matters as requested.

### *Programme delivery*

- Support the Head of Research and Insight by leading on the generation of high quality and statistically robust analysis from Carnegie UK's annual Life in the UK dataset, drafting the research aspects of our yearly reports and liaising with the research agency (where applicable) to ensure we are adhering to best practice.
- Support Carnegie UK policy team colleagues to connect with relevant Life in the UK data and insight on e.g. our democratic wellbeing and financing the future programmes.
- Contribute to Carnegie UK's rolling portfolio of programmes by designing and delivering research pathways of work in line with our Programme Management Guide.
- Ability to design and commission third party research contracts and support us in understanding and making use of their findings.
- Monitor and manage assigned pathway budgets, alerting the Programme Manager and other relevant staff to any discrepancies and providing regular reporting as directed in line with Carnegie UK's Programme Management Guide.

## Communications and Advocacy

- Initiate, support, and maintain networks and partnerships across the UK to gather information, intelligence and evidence on research, policy and practice matters relating to collective wellbeing and Carnegie UK's portfolio of work.
- Ability to work on non-programmatic but strategically aligned research and/or polling to generate insight on issues important to us.
- Represent Carnegie UK at relevant events, external working groups and forums that contribute to the delivery of our work and strategy.
- Proactively contribute to the delivery of high-quality Carnegie UK communications pieces, including reports, presentations, blogs, media articles, and digital output.

**NB** – Additional tasks may arise or be required and assigned to this role in line with organisational need and available capacity.



## Person Specification

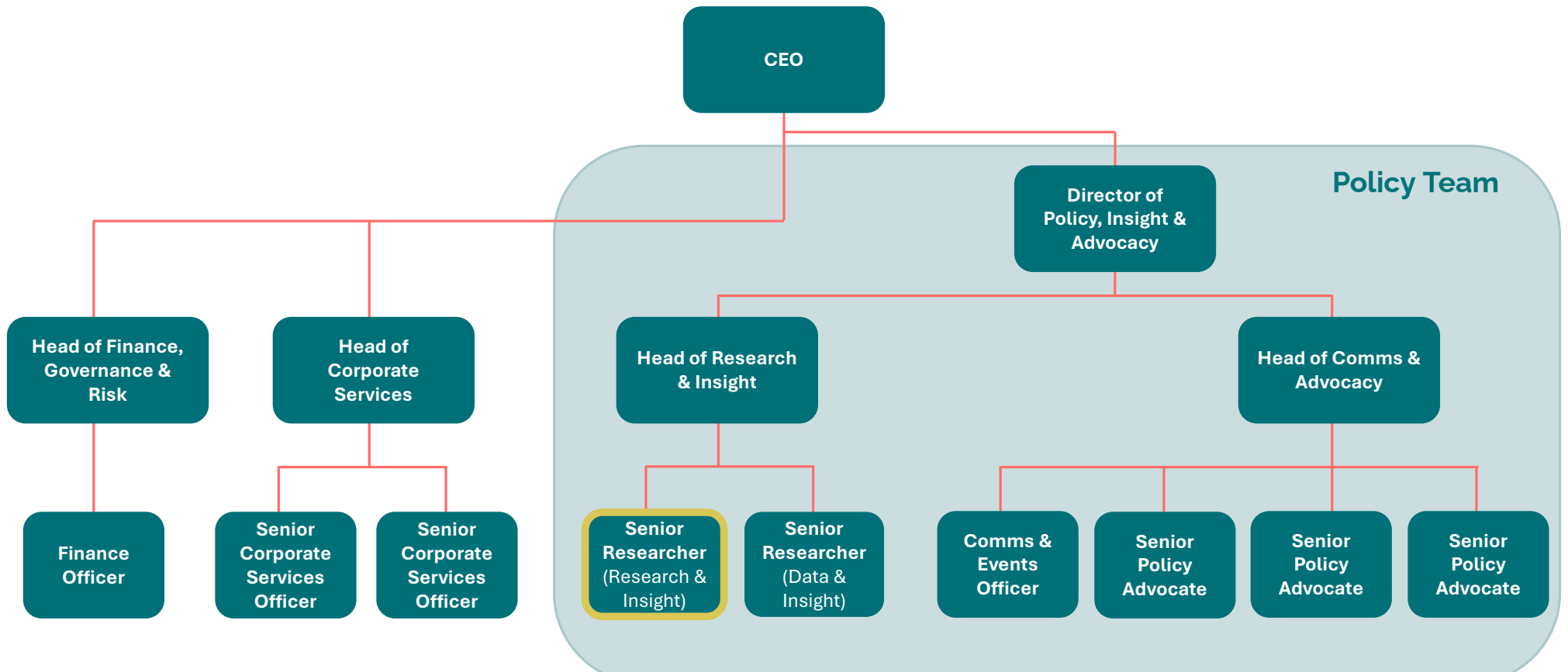
### *Essential skills*

- **Quantitative and qualitative research design and delivery:** A minimum of three years relevant experience and a demonstrable track record of designing and delivering both quantitative and qualitative research and analysis work on relevant public policy issues. High confidence in setting up and running surveys and/or polling.
- **Advanced knowledge of qualitative research practices:** Demonstrable experience of using and performing qualitative research, including moderation experience.
- **Research ethics:** Excellent awareness and knowledge of application of research ethics and data management.
- **Project management:** Excellent planning and organisational skills with the ability to work across, prioritise and plan multiple projects simultaneously.
- **Effective dissemination:** Experience of disseminating the results of research and analysis to a variety of audiences, through high quality written reports, briefing papers, and presentations.
- **Communications and stakeholder management:** A demonstrable ability to develop and maintain highly effective relationships with key stakeholders as well as the ability to communicate key messages from research and data analysis to a range of specialist and lay audiences.
- **Excellent written and verbal presentation skills:** Demonstrable experience in delivering consistently high-quality written and verbal communications for internal and external audiences, using a variety of appropriate methods.
- **Curious minded:** Must be curious to learn and find interesting and relevant information within research findings – someone who wants to know the 'why', "what" and the 'so what'.

### *Desirable skills*

- **Segmentation:** knowledge of segmentation approaches and experience of using them.
- **Survey platform experience:** Experience of using a survey platform to run surveys such as Qualtrics.
- **Professional development:** Evidence of commitment to continuing professional development.
- **Interdisciplinary working:** Experience working with interdisciplinary teams.
- **Agile project management:** Experience using project management tools such as Trello and Slack.

# Carnegie UK Organisational Structure





## Our people and additional benefits

Our people are key to our impact: we value their humanity, their experiences, lived or learned, and their skills. We aim to create a working environment where everyone feels valued, belongs, and can be their best.

Our Organisational Development Plan recognises the capacity of everyone to learn and grow, and we pride ourselves on developing talent which is recognised by the wider sector in Scotland and across the UK and Ireland and beyond. Alongside all-staff development initiatives, our continuous professional development approach supports the learning of every team member.

Our working policy allows us to operate a flexible hybrid model with all staff working from a blend of office, home, and co-working spaces. We provide high quality IT equipment, including iPhones and laptops to facilitate remote working and an IT helpdesk for support when required.

We aim to spend a minimum of two days a week (currently across Monday to Wednesday) together in our office at Andrew Carnegie House, on the edge of Pittencrieff Park in Dunfermline, except where external meetings and other events require us to be elsewhere.

We have a generous set of staff policies as employers including flexible working, maternity and parental leave and pride ourselves on providing supportive line management and peer to peer learning environments. Our benefits reflect our emphasis on staff wellbeing. We offer our staff excellent terms and conditions including:

- 35 hour working week
- 5 days paid time off each year for volunteering activities
- Flexi-time policy
- Hybrid working
- Generous employer pension contributions
- Group Income Protection Scheme which includes access to health checks, online GP appointments, second medical opinions and counselling
- 25 days annual leave and 12 public holidays (six of which can currently be taken at any point in the year)
- Electric car lease scheme
- Death in service policy
- A monthly allowance for co-working space
- Cycle to work scheme
- Enhanced sick pay
- Enhanced maternity/adoption/paternity pay

## How to apply

To apply, please submit your CV and a supporting letter of no more than two pages to: [info@carnegieuk.org](mailto:info@carnegieuk.org).

Applicants will be shortlisted for interview by matching the details given in their application against the Job description and person specification. We would therefore ask applicants to provide clear evidence to show how your experience, skills and knowledge match those requirements as well as telling us why you are interested in the role. Please also complete the [Diversity Monitoring Form](#) which can also be found on the recruitment page of our website.

Please note that you will receive an acknowledgement of your application – if you do not receive this, please contact Lucy Smith ([lucy.smith@carnegieuk.org](mailto:lucy.smith@carnegieuk.org)).

## Timetable

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**Closing date:** 27 January at 17:00

**Shortlisting:** 29 January

**Interviews:** 04 and 05 February

Interviews will take place at our office in Andrew Carnegie House, Dunfermline. An online interview can be arranged for any candidate unable to attend in person. Please indicate in your application if you would be unavailable on any of the dates set out above, we will do our best to accommodate you.



**Economic wellbeing**



**Democratic wellbeing**



## **Carnegie UK**

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[www.carnegieuk.org](http://www.carnegieuk.org)

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