PRISON
REFORM
TRUST

Job title:	Research manager
Reports to:	Deputy director
Location:	London (EC1V 0JR) / Remote
Hours:	Full time (35 hours)
Salary:	Circa £45,000 (including London weighting)
Annual leave:	25 days (rising to 30 days after 5 years) plus 2 additional days and office closure between Christmas and New Year, in addition to public bank holidays.
Other benefits:	7% employer pension contribution, cycle to work scheme and employee assistance programme.

Introduction

The Prison Reform Trust (PRT) was founded in 1981 to inform and influence public debate on prison conditions and the treatment of prisoners, amidst concerns about a projected prison population of 48,000 by 1984. With the prison population in England and Wales projected to rise to as high as 114,800 by March 2028, the charity remains as important to civic society today as it was then.

Our mission is clear: we are working to create a just, humane and effective prison system by influencing decision makers, opinion formers and the public to 1) reduce the use of prison; 2) improve treatment and conditions for prisoners; and 3) promote equality and human rights in the justice system.

The research manager is a new post which will play a crucial role in helping us identify the key research needs and questions to continually improve our activities and impact for people in prison. The role will be line managed by the deputy director and will sit within a multi-disciplinary policy, communications and research team. It will involve designing, delivering and managing both in-house and commissioned research projects. It will also lead on the delivery of the Prison Reform Trust's flagship publication the Bromley Briefings Prison Factfile.

You will be an experienced researcher with an excellent understanding of the penal system in the UK and the associated research literature. If this sounds like you, you will be joining a reputable organisation with exceptional leadership, extensive networks and a proven track record of promoting evidence-based policy to achieve reform.

Key responsibilities

- Identify key research needs and questions to continually improve our activities and impact for people in prison.
- Draft research proposals and commission and manage independent researchers to deliver projects on time and in budget.
- Lead on core primary research projects for PRT.
- Produce the Bromley Briefings Prison Factfile, ensuring all data is up to date and accurate and presented in a way that is compelling and engaging (this part of the role is functionally line managed by the senior policy and communications officer. Production usually lasts from the autumn to the New Year).
- Produce research summaries, briefings and bulletins to support and inform PRT's policy and advocacy work.
- Support and advise on the evaluation of PRT projects and assist with the creation of evaluation frameworks.
- Support co-produced research with people with lived experience of the criminal justice system.
- Oversee and uphold in all PRT's research activities the principles of ethical research, accuracy, data protection and equality, diversity and inclusion; and put in place and oversee appropriate governance arrangements to ensure these standards are maintained.
- Work closely with the head of fundraising and philanthropy, to develop and maintain good relationships with funders to ensure PRT's research activity is fully funded and sustainable.
- Work in collaboration with colleagues to ensure research is well coordinated with other teams including advice and information, prisoner engagement and restricted projects.
- Provide advice and/or quality assurance for colleagues regarding their interpretation of evidence and reporting to funders.
- Build and maintain good relationships with the academic community and other key research stakeholders.
- Conduct desk research and produce briefing papers or supporting materials as required.
- Develop and maintain a high degree of knowledge of current research and developments relevant to the charity's work and disseminate within the organisation.
- Any other duties which may be reasonably required from time to time, and which are commensurate with the post.

	Essential	Desirable
Experience and qualifications	• Educated to PhD level or working towards completing a PhD, or with equivalent written and analytical skills • Experience of building and maintaining relationships with a range of internal and external stakeholders	• Experience of working in or having lived experience of the criminal justice system • Experience of managing research projects on time and within budget
Knowledge	• Strong working knowledge of quantitative and qualitative research methods and ethical research practices • Excellent understanding of the penal system in the UK and the key research literature	
Skills	• Strong analytical skills, and the ability to critique and summarise data and research findings • Excellent written and communication skills, with the ability to translate complex research evidence into forms that are accessible for a range of audiences • Excellent attention to detail • Practical IT skills including knowledge of Microsoft Office, statistical/research software and databases • Strong people skills for building relationships with external stakeholders, team members and key contacts	

Personality and behaviour	• Ability to work as part of a team and on own initiative • Ability to effectively prioritise a diverse workload in a changing and fast paced environment • Commitment to the aims and values of the Prison Reform Trust	

Equality and diversity

PRT is an equal opportunities employer. We also have a fair and inclusive culture and seek to reflect the diversity in prisons and the people we represent. If you meet the person specification, we encourage you to apply, and particularly welcome applications from those with Black, Asian, and Ethnic Minority backgrounds, (BAME) as we believe these groups may be underrepresented in prison reform work. We welcome applications from anyone who may have direct experience of prison.

How to apply

If you would like an informal chat about the role please contact our deputy director Mark Day, mark.day@prisonreformtrust.org.uk

To apply please send your CV and covering letter (2 sides maximum) addressing how you meet the above criteria to mark.day@prisonreformtrust.org.uk by **11:59pm, Thursday 27 June 2024**.

Interviews will be held at our offices at 15 Northburgh Street, London EC1V 0JR on **Tuesday 9 July 2024**.

Thank you for your interest in working for the Prison Reform Trust.