



Research Director

Are you looking to help lead a forward-thinking organisation and generate ideas that will inform policy and shape London's future?

Centre for London is London's independent think tank, and a registered charity. As Research Director, you will lead Centre for London's research team, developing new solutions to London's critical challenges, securing funding for our work, preparing, publishing and promoting reports, supporting public events, and communicating our work to stakeholders and policymakers.

As a member of the senior leadership team, you will help develop and implement the organisational strategy; contribute to the development, fundraising and delivery of events and other projects; and promote the ideas of the organisation to build its influence in existing and new public and private arenas.

The recommendations of your team will make a difference to policy and practice - tackling issues such as housing, poverty and inequality, employment and skills, transport and the public realm, the climate and nature crises, community resilience, and London's place in the UK and the world. You will be line-managed by the CEO and work closely with the External Affairs and Development teams.

This role would best suit someone with significant experience leading policy research programmes – in a think tank, consultancy, central or local government, academia or similar. You will have a strong understanding of policy in London and the UK, project management skills, and be able to credibly communicate complex ideas to different audiences – in meetings, in writing, through blogs and articles, and in speeches. You will have strong analytical skills, including a track record of qualitative and quantitative research. You will have experience in fundraising, will have managed budgets, and will be confident working with researchers at different stages in their careers. However, we are less interested in what you have done, and more in what you can do.

This is ideally a full-time role; however, flexible working is embedded within our culture. We would be open to applications from people who would like to work compressed hours, part time (0.8 minimum) or to people applying as a job share.

Full details of the role can be found in the job description. If you meet the criteria in the person specification and are excited about this opportunity, we'd love to hear from you. The successful candidate must have permission to work in the UK by the start of their employment.



We are committed to reducing unconscious bias in our selection processes. Staff who shortlist applications will not see applicants' personal information (including your name and responses to our diversity monitoring questions). For this reason, please create an application ID code and use that on your CV and cover letter instead of your name. This should be your initials, followed by two random numbers e.g. AA14.

If you would like to speak with someone about this opportunity, please email johnathan.tuck@centreforlondon.org.



Centre for London

We are London's think tank. A voice for all London is, and could be. We're fiercely independent and consistently influential. Our vision is a London that's successful and sustainable. A global city that works for all Londoners.

Our activities

- **Research and evidence:** we conduct robust, unbiased research and analysis, and collaborate with Londoners and stakeholders across all sectors, to generate new ideas and recommendations.
- **Convening and collaborating:** we bring together citizens, experts and decision makers from diverse standpoints to discuss complex issues in a safe space. We devise solutions and work out how to implement them.
- **Awareness raising and advocacy:** being an authoritative policy voice on London and promoting our research and ideas to those with the power to act on them – from the grassroots to London's and the nation's leaders – through briefings, publications, social media, press and events.

Message from our chair, Fiona Fletcher-Smith

'Centre for London's work is more important than ever, with the city facing many challenges – from the local right up to the global, from the housing crisis to the threats posed by climate change. Our work is crucial in bringing together decision makers, experts and opinion formers to come up with new solutions to these complex problems facing London.

We are seeking to grow our leadership team as we get to grips with these huge public policy challenges. If you think you have what it takes to help lead our dynamic organisation, then please do apply to be our new Research Director. You'd be supported by a fantastic team dedicated to making London a better place to live and work. And you'd have a diverse board of trustees backing you all the way.

If you are passionate about making London a better city for all Londoners, then this is the role for you.'



About our culture

We are a small charity with nine members of staff. Everyone is passionate about London and committed to making it a better city. We have a friendly, fun and collaborative team culture. We invest in our team to help them succeed; offering on the job support and opportunities for development of your skills, both formally through training (learning lunches, whole team and individual training) and informally through experience and shadowing.

We celebrate London's rich and diverse culture and we want our team to reflect the city we serve. We especially welcome applications from women, and people from minority ethnic and/or less advantaged backgrounds.

We're a London Living Wage and an equal opportunities employer - an ethos which also informs our work. We make employment decisions by matching organisational needs with skills and experience of candidates, irrespective of age, disability (including hidden disabilities), gender, gender identity or gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, or sexual orientation. Ours is a workplace where you can be yourself and achieve success based on merit.

We also know that there's much more to life than work. Our flexible hours policy allows staff to make sure work fits around their personal lives. Benefits include 25 days holiday per year (plus extra days during office closure between Christmas and New Year), a contributory pension, cycle and savings schemes, childcare and eye care vouchers. All staff have access to an Employee Assistance Programme, and we have an organisational commitment to promoting good mental and physical health. Our support for working parents and those with caring responsibilities includes enhanced maternity pay (12 weeks at full pay), enhanced provision for supporting partners (three weeks leave at full pay), and we encourage shared parental leave.

People who have worked with us for more than two years may also be able to take career breaks of up to six months, giving them time for personal or professional development, or to simply take an extended holiday.



Job description

Salary: £65,000 (depending on experience)
Contract: Permanent
Location: Borough, London
Hours: 28 or 35 hours per week; flexible working will be considered
Reports to: CEO

Job purpose:

To lead the research team in the delivery of a compelling, timely and securely-funded programme of leading-edge research and delivery. To help develop the organisational strategy and narrative. To promote Centre for London, our work and our recommendations to target audiences, and to play a leading role in securing sustainable funding for our work.

Key responsibilities include:

Directing the Research Programme

- Ensuring Centre for London remains at the leading edge of urban policy research and the research programme is ambitious, relevant, rigorous and influential.
- Developing the research team, supporting line managers to support staff; and ensuring the research team collaborates effectively with the rest of the organisation.
- Ensuring projects are properly resourced, effectively monitored, delivered to the highest standard, on time and within budget.
- Working with the Director of External Affairs to ensure Centre for London's events and communications promote the key messages of our research, reach the right audiences and are delivered to the highest standard.
- Developing the research programme across its themes and possibly lead on one or more programmes as required.
- Quality assurance of the research through project review meetings, chairing advisory groups, commenting on and editing final reports.
- Maintaining the organisation's independence, leading safeguarding and data management to ensure high ethical standards for research.



- Oversight of budgeting and financial management for the research team, ensuring staff budget effectively and adequately monitor expenditure, and producing regular reports for sponsors and trustees.
- Helping monitor the organisation's financial health and compliance with financial systems.
- Development and management of research partnerships with outside organisations.

Development and external promotion of Centre for London and its ideas:

- Raising funds for the research programme and actively extending the organisation's networks of funders, supporters and stakeholders.
- Working with the Development team to ensure the research team are trained and fully engaged in fundraising – including developing and preparing proposals, liaising and building relationships with funders (including corporate sponsors and trusts & foundations).
- Representing Centre for London to relevant audiences (business, government and civil society) extending the organisation's reputation, reach and influence, and supporting others in these activities.
- Working with the CEO and Director of External Affairs to promote Centre for London, its analysis and ideas, through participation in external events, public speaking, writing and media activity as required, and supporting others in these activities.

General responsibilities and duties

- Conducting the duties of the job description in accordance with the operational policies of Centre for London, including but not limited to the diversity policy and code of conduct
- Maintaining excellent working relations with Trustees, staff, volunteers and other stakeholders.
- Contributing to the development of the Centre's organisational policies, strategy, growth and narrative.
- Supporting the Director, Deputy Director and Operations Director in their strategic, governance and operational duties.
- Presenting the organisation in an appropriate and professional manner to its stakeholders.
- Assisting at Centre for London events outside of normal working hours as necessary.
- Undertaking any other reasonable duties as may be required.



Person Specification

Applicants must show commitment to the values and ethos of Centre for London and be passionate about London. Applicants must have the right to work in the UK.

Skills and Experience

- Significant senior level experience working in research or policy roles with proven ability to influence decisions and effect change in policy making and practice.
- An excellent understanding of London or urban policy, ideally with specific experience in at least one of Centre for London's research themes.
- Academic or professional record showing exemplary analytical skills, ideally with a track record of compelling and clear publications,
- Experience of bringing together quantitative and qualitative research to provide clear narratives and practical recommendations for change.
- Expert written and verbal communicator including presenting to large audiences, chairing events, and helping others to communicate expertly.
- Experience managing large and complex programmes of work, including having budget responsibility and managing delivery teams.
- Proven ability to build and maintain relationships with funders and secure funding for projects or programmes.
- Proven ability to develop relationships and network confidently with policy advisers, politicians, civil servants and academics, as well as business and third sector organisations.
- Quantitative research skills, and particularly experience in developing these in team members, an advantage.
- Media experience an advantage.



Competencies

Setting the standard for demonstrating Centre for London's competencies:

- Developing a culture of creative thinking and ideas generation across the organisation.
- Identifying, leading change and supporting others to become leaders.
- Intellectual curiosity, and the ability to encourage that in others.
- Establishing and maintaining the highest standards for supporting direct reports and managing their performance.
- Developing and leading organisational strategy, setting corporate priorities, managing resources, delegating and supporting others to priorities.
- Creating a culture of accountability and holding others to account for their responsibilities.

To apply:

- [Follow this link](#) to complete the application.
- Your application should show how your experience and achievements to date would make you a suitable candidate for this role.
- Your application should be saved as a **single PDF with your application ID as the title**. Please check that your name isn't included on your CV or cover letter.
- Email your CV and cover letter to jobs@centreforlondon.org with the subject line 'Research Director'.

Please note, applications will only be submitted when the form has been completed *and* your pdf received via email.

Deadline – 9am on 26th April 2024.

Expected interview dates – 8th & 9th May 2024.

We do not want any contact from recruitment agencies regarding this vacancy.