

# Paul Hamlyn Foundation

## Research and Data Officer [p/t 0.6] 12- month maternity cover

### JOB DESCRIPTION

#### Introduction

The Paul Hamlyn Foundation is an independent grant-making foundation set up by Paul Hamlyn, the publisher and philanthropist. It aims to maximise opportunities for individuals and communities to realise their potential and experience and enjoy a better quality of life. The Foundation supports charitable activity in the areas of arts, education and learning and social justice across the UK. It also supports local charities in India that help the poorest communities get access to basic services. It has a board of unpaid trustees and a staff of about 48. For further information about the Foundation's work please see the website: [www.phf.org.uk](http://www.phf.org.uk).

The Foundation is based in light and recently refurbished offices near Kings Cross in London. The design and facilities, we hope, fosters collaboration and networking between the staff and amongst grantees. We have developed a series of on-line meetings for all staff and teams that have served us well since we closed the office in March. We have also equipped our staff to work as efficiently as possible from home. Our working arrangements are under constant review, in line with the government's ongoing advice.

The work of the grants team is overseen by a series of panels, made up of trustees, staff and external advisors.

Paul Hamlyn Foundation aims to be more than a grant-maker in that, as well as providing funding, we endeavour to develop excellent relationships to work with and alongside those we support. We launched a new articulation of our strategy at the end of September 2020 – which can be found on the Foundation's website: <https://www.phf.org.uk/about-phf/strategy/>.

#### Vision

A just and equal society, in which everyone, especially young people, can realise their full potential and enjoy fulfilling and creative lives.

#### Mission

To be an effective and independent funder, using all our resources, to support social change. We partner with inspiring organisations and individuals to make sure that those facing disadvantage are at the heart of leading change and designing solutions to overcome inequality.

**Five funding priorities**, where we wish to see change:

- Investing in young people
- Migration and integration
- Arts access and participation
- Education and learning through the arts
- Nurturing ideas and people

Our commitment to social justice underpins all these priorities. We are particularly interested in supporting individuals and organisations that share this commitment and in funding work that:

- Strengthens civil society
- Supports social innovation
- Champions people's voice and agency
- Responds to digital transformation
- Responds to the climate emergency

Our five funding priorities support and influence each other. For example, our analysis of evidence to show how the arts can make a difference will help our work on access, participation, and learning. Over time, our work supporting individuals and ideas will fuel all the other areas where we want to see change. By making the commitment to share learning from activity within these priority areas, and by encouraging our staff and those in receipt of grants to meet and exchange knowledge more, we believe together we will achieve greater impact overall.

## **Research and Data Officer Role Overview**

### **Summary of team**

The role will sit within Paul Hamlyn Foundation's *Strategic Learning, Insight and Influence Team* (SLII), and the Evidence and Learning sub-team, working flexibly to primarily support the Foundation's Evidence and Learning function, but also the wider communications and influencing work that the team delivers.

The Evidence and Learning team play a cross-cutting role supporting the Foundation's own learning about its grant-making practices and impact, as well as providing support to grant-holders, and commissioning research to address key questions of interest across our priority areas. The team also holds a small grants portfolio to further this work.

### **What will be my main contribution?**

You will play a leading role in supporting the Foundation's work to centre diversity, equity and inclusion considerations within its grant-making and wider practices. Specifically, you will lead on the collection, analysis and reporting of diversity data relating to our applicants and funded organisations, and will support the organisation in its efforts towards continuous improvement of its practices.

Additionally, you will work flexibly and collaboratively with the wider Evidence and Learning team, and the closely related grants, communications and influencing functions, to deliver a broad programme of work across the Foundation's priority areas, which includes research and learning to inform the Foundation's tools, behaviours and activities, as well as providing support to grant-holders to help them deliver their objectives.

**Who will I report to?**

You will report to the Head of Evidence and Learning

**Who will I line manage?**

You will not have line management responsibilities. However, you will be expected to work in a small and fully interconnected structure that relies on collaboration, flexibility, and the ability to operate within both formal and informal reporting relationships.

**What other key internal relationships will I have?**

You will work closely with the rest of the SLII team and the Grants team, in particular, but also with Colleagues in the Finance and Resources team to ensure good and effective grant and contract management.

**What level of budget responsibility will I have?**

Not applicable

**Main Responsibilities**

- Leading on quality assurance, analysis and reporting on the Foundation's data relating to the diversity of applicants and grant-holders, and the Foundation's performance in embedding diversity and equity within its grantmaking.
- Applying audit tools and frameworks to our data to code it against different dimensions. This is likely to include, for example, coding data against our thematic priorities.
- Working closely with the grants teams to continually improve our grant-making approaches through application of feedback from users, e.g. refining our tools and processes.
- Managing research, evaluation or learning projects aligned with the team's priorities. Including designing and commissioning these with support from the wider team, and managing contractors delivering the work.
- Supporting the Communications and Learning Assistant to prepare and publish 360 Giving data to meet our transparency commitments.

**Person specification**

## **Essential experience and knowledge**

- Excellent understanding and skills in either, or both, quantitative or qualitative research approaches.
- Comfortable using a complex database for simple tasks and processes – searching, entering, editing and exporting data.
- Excellent analytical skills – ability to take tools and frameworks and apply them to qualitative and quantitative data, producing new interpretations and analysis of the data, including descriptive statistics.
- Sound understanding of the issues pertaining to designing, collating, managing and sharing different types of data – both quantitative and qualitative.
- Excellent comprehension and copy writing skills, with an ability to summarise and synthesize written information accurately and in plain English.
- Strong organisational skills and experience of delivering successful projects.
- Strong skills in using MS Office, including using Excel to analyse data.

## **Essential Behaviours and ways of working**

- Alignment with the values and aims of the Paul Hamlyn Foundation, and its social justice mission.
- Committed to equity, inclusion and diversity, and applying these in all work and behaviours. Diversity, equity and inclusion are core to the work of the Foundation, our commitment in this area is crucial to our understanding of our mission and includes a specific commitment to being anti-racist.
- Articulate, with excellent written and oral skills
- Excellent attention to detail and maintaining this even for repetitive tasks.
- Resourceful and proactive, with initiative and a problem-solving disposition.
- Able to manage own workload, but also can judge when there is a need to ask for support.
- An ability to work effectively with a range of stakeholders, internal and external, including senior staff, trustees, grantees, policy makers and practitioners, contractors and advisors.
- An ability to work collaboratively and flexibly in a small team across multiple thematic areas.

## **Desirable**

- Experience and/or interest in grant making
- Experience, skills and/or interest in user-centred design approaches
- Experience and skills in using Blackbaud Grantmaking (grants database).
- Experience, skills and/or interest in facilitation approaches
- Experience and skills in project management
- Experience and skills in designing, commissioning and/or managing research or evaluation projects.
- Knowledge of issues relevant to the Foundation's key priority areas e.g. Arts and culture, young people, migration, and education and/or funding practices.
- Knowledge of issues and debates pertaining to diversity, equity and inclusion within funding practices and/or data collection.
- Skills and confidence to design and deliver presentations to a range of audiences.

## **Terms and conditions**

- Salary in the range £36,000 pa pro rata:
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- Twenty five days leave per annum, plus statutory holidays (pro rata for part-time staff)
- Employer pension contribution
- Medical, permanent health and life insurance (once probation period passed)
- There will be a probationary period of three months. Subject to satisfactory completion of this period the contract will be a permanent one which can be terminated by either party on giving three months' notice.

- Part-time post, 21 hours per week. Office hours are normally 9am – 5pm Monday - Friday, but flexible working is possible around core hours of 10am – 4pm; some flexibility is required from team members around evening work and travel to and from events and meetings.
- The location of this role is likely to change as we adapt to covid restrictions. From early 2022 PHF is aiming for a hybrid working policy for a trial period. You will be expected to work at least 40% of your time in the office with the option to work up to 60% of your time from home. This may change and the contractual place of work for this role will remain 5-11 Leeke Street, London WC1