

## JOB DESCRIPTION

<b>Job Title:</b>	Head of Research, Data and Insight
<b>Managed By:</b>	Chief Executive
<b>Contract Terms:</b>	Fixed Term 12 months (Currently all our new contracts are fixed term for the lifetime of our largest funding grant, but we have confidence that this term will be extended)
<b>Location:</b>	Hybrid with optional part time access to office base in Bristol
<b>Salary:</b>	£50,000 FTE (this role is 0.75 of a 4 day week) (A 4 day week at CTP is considered full time, a 3 day week is therefore 0.75 FTE and a 2 day week is 0.5 FTE and so on)
<b>Hours:</b>	3 day/week (with potential to rise to 4) (We are flexible employers - the work pattern to make up the 3 days to be agreed with the successful candidate)

### Background

Centre for Thriving Places is a place-based not-for-profit consultancy offering strategic support, research, training and evidence-based measurement tools that put the interests and wellbeing of people, place and planet centre stage.

The time is now to switch the economic compass from consumption and growth toward wellbeing. This is no longer niche or aspirational – it is practised by governments, communities and organisations across the world.

When fair and sustainable wellbeing is the collective goal, against which we measure success across policy and action, the outcome is a thriving and resilient local economy that works for everyone.

Bringing this approach into the mainstream is urgent and fundamental to the future of thriving communities and a healthy planet. Our expertise is helping to put a wellbeing economy approach at the heart of how places and organisations work.

### Job Summary

Research, data and insight are vital to CTP's mission to shift the dial towards a world where we make what matters count. This position plays a key role in developing the strategic aims of the organisation and delivering on those aims, through developing and growing the use of our frameworks, tools and consultancy.

The role involves a crucial balancing of strategic development, high level programme delivery, partnership and business development, advocacy and influence building. In addition, the post-holder will support, line manage and coordinate colleagues (in-house and freelance associates) to deliver high quality research across our programmes..

## Key Responsibilities

### Strategy and Leadership

- Work with fellow senior team members to develop and deliver the organisational strategy as a whole
- Design and implement the strategy for the development of our research, measurement, data and insight work
- Keep abreast with developments in the fields of wellbeing, data, new economics and place based change, and support that knowledge to be spread and used across the organisation and beyond
- Seek out, build and maintain strong relationships with key organisations and partners working in similar or associated fields, in line with the strategic priorities
- Seek and deliver key opportunities for advocacy and influence, raising the profile and impact of CTP's work via conferences, events, media and writing opportunities, in partnership with colleagues.

### Development & Delivery

- **Team:** Work with other senior team members to line manage, develop and support colleagues across our staff and associate team working on data and research. Continually monitor and develop our pool of delivery partners, associates and academic and policy advisors to support the ongoing development of our tools and approaches.
- **R&D:** Work in partnership with other SLT members, team, contractors and advisors, to oversee the delivery of the detailed development of tools, training and approaches, in line with organisational strategy and market needs. This will include reviewing and developing our ability to support diverse places and communities to measure wellbeing outcomes effectively, understanding and using the data and delivering on new economic policy and practice in partnership with other key players in the sector.
- **Programme Delivery:** Oversee and provide quality assurance on the delivery of research, data and insight-related work across the organisation in partnership with colleagues. Support the direct delivery of consultancy and report production for key research, data and policy programmes and commissioned work when required.
- **Business Development:** Support the wider team in sector-specific outreach and sales of our research and data products and services. Lead on the development of a strong pipeline of new commissioned research projects each year.
- **Funding:** Support the senior team to identify new funding and grant opportunities, submit high quality applications and deliver high-quality and timely grant management for all grants directly associated with research, data and insight work.

**PERSON SPECIFICATION**  
**Post: Head of Research, Data and Insight**

Factor	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>● Relevant experience and/or undergraduate degree</li> </ul>	<ul style="list-style-type: none"> <li>● Postgraduate qualification in relevant discipline</li> </ul>
Experience	<ul style="list-style-type: none"> <li>● Track record of working in a research, data analysis or data management environment</li> <li>● Senior analytical role in wellbeing, new economics, local government or place based change</li> <li>● Strong track record of strategic planning and delivery</li> <li>● Building positive and productive relationships with customers and partnerships</li> <li>● Research and report writing</li> <li>● Management of staff, volunteers and associates</li> </ul>	<ul style="list-style-type: none"> <li>● Strong networks and experience of cross-sector partnership working</li> <li>● Experience of supporting digital development processes</li> <li>● Working in dynamic SME or start-up environment</li> <li>● Negotiating contracts and agreements</li> <li>● Strong track record of advocacy, influence and outreach at senior levels of government, public, private, and/or voluntary sectors.</li> </ul>
Skills & Knowledge	<ul style="list-style-type: none"> <li>● Knowledge of social impact, wellbeing and/or new economics environment</li> <li>● Knowledge and experience of applying this work in at least 2 key target markets - private, public sector and third sector</li> <li>● Strong writing and research skills</li> <li>● Excellent people skills for both internal and external relationships</li> <li>● Excellent networker and natural connector</li> </ul>	<ul style="list-style-type: none"> <li>● Strong project management and budgeting skills</li> <li>● Good understanding of GDPR legislation and implications</li> <li>● Knowledge of public sector commissioning processes</li> </ul>
Attitudes/ Personal Characteristics	<ul style="list-style-type: none"> <li>● A demonstrated commitment to high professional ethical standards and a diverse workplace</li> <li>● Brilliant attention to detail</li> <li>● Excellent organisational skills</li> <li>● Excellent communication skills both verbal and written</li> <li>● Ability to work effectively as a member of a team</li> <li>● Good, independent judgement</li> <li>● Willingness to speak their mind</li> <li>● Flexible and adaptable approach</li> <li>● Constructive attitude</li> </ul>	

	<ul style="list-style-type: none"><li>● Ability to anticipate needs, use own initiative and proactively seek out solutions across the organisation</li><li>● Commitment to the organisation and its mission</li><li>● Commitment to equality, diversity and inclusion</li><li>● Ability to think creatively, be proactive and solutions focused</li></ul>	
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**We are committed to making CTP a more diverse and inclusive organisation that actively tackles issues of exclusion, disempowerment and discrimination. If you feel you may be suited to this role but don't tick all the essential criteria, please still get in touch on [hello@centreforthrivingplaces.org](mailto:hello@centreforthrivingplaces.org) for an informal chat.**

**Please help us to monitor our reach by completing this anonymous [diversity form](#)**