

Senior Research Officer

Application pack

JUNE 2022

About GambleAware

GambleAware is the leading commissioner of prevention and treatment services for gambling harms in Great Britain. We are an independent charity guided by a Board of trustees, the majority of whom work in the health sector.

In April 2021 GambleAware published a new five-year strategy which defined the charity's vision of **a society where people are safe from gambling harms**. This vision is based on a whole-system approach, which acknowledges the many other organisations, networks and individuals, including those who have lived experience of gambling harms, that already play a key role across the system, or have the potential to do so in the future.

As an independent charity, we are regulated by the Charity Commission for England and Wales, and the Scottish Charity Regulator (OSCR). Our charitable objectives are:

- a) The advancement of education aimed at preventing gambling harms for the benefit of the public in Great Britain, in particular young people and those who are most vulnerable, by carrying out research, by providing advice and information, by raising awareness, and by making grants; and,
- b) Working to keep people in Great Britain safe from gambling harms through the application of a public health model based on three levels of prevention: primary – universal promotion of a safer environment; secondary – selective intervention for those who may be 'at risk'; and, tertiary – direct support for those directly or indirectly affected by gambling disorder, by carrying out research, by providing advice and information, by raising awareness, and by making grants for the provision of effective treatment, interventions and support.

GambleAware has a vision to see a society where everyone is safe from gambling harms. To help achieve this, we are steered by a clear set of values which guide our behaviour and shape everything we do. GambleAware and its staff are committed to:

Independence: We act with independence in commissioning projects which are in the interest of preventing and treating gambling harms.

Integrity: We act fairly and with integrity.

Equality: We strive to achieve equality of access and outcomes for people experiencing gambling harms.

Being evidence-based: We are conscientious in ensuring our work is evidence-based and in the absence of evidence, we will apply the precautionary principle to fulfil our charitable purpose.

Life at GambleAware

Employee benefits

We are committed to offering our employees a range of benefits to support their wellbeing. We regularly review and update our benefits and the list below summarises those currently on offer.

Annual flu vaccinations	Flexible working
Annual leave (25 days plus public holidays)	Highstreet staff discounts
Annual staff feedback survey	Investment in staff development
Cycle scheme	Mindfulness app
Death in service	Pension
Employee assistance programme	Private healthcare
Eye-test and DSE assessment	Season ticket loan

Equal opportunities

GambleAware is committed to Equality, Diversity and Inclusion – with an EDI group at the core of the charity that is committed to driving real change throughout the organisation. Our aim is to ensure that our staff, partners, stakeholders and those we commission – at all levels – are committed to driving change for a more equitable society promoting zero tolerance towards inequality, exclusion, racism and all forms of discriminations through the organisation and our partners.

GambleAware will be conducting an annual staff survey to allow for an open, honest and confidential way for staff to feedback and share their observations of the charity and make suggestions for improved ways of working going forward.

Career development

At GambleAware, we pride ourselves on offering a work environment that encourage professional growth. We have a competency framework in place that sets out the skills, knowledge and behaviours that lead to successful performance. The framework is used as a basis for determining what employees need to achieve and how they can work to achieve this.

The framework is designed to empower staff to take control of their career and we deliver on this by offering regular internal and skills-based training opportunities for all employees, at any level. There are also opportunities for coaching across the team and with junior colleagues and we also provide an internal mentoring framework for all staff.

Job description

Role title:	Senior Research Officer
Accountable to:	Research Lead
Accountable for:	Providing desk research, rapid evidence reviews and research synthesis
Hours:	35 hours per week, flexible
Location:	A mix of home and office working (min 40% office) (Central London)
Salary	£30,000-£40,000 + Bonus

Role Purpose

The primary role of the Senior Research Officer is to lead on providing desk research, rapid evidence reviews and research synthesis to support the Research Team and wider organisation with project delivery or other research needs. This may include supporting Research Leads in the initial phases of project and programme commissioning (discovery and definition stages) via desk research, literature review and sector scanning activity. It also involves some engagement with prospective research partners and research stakeholders in order to maximise research opportunities.

Key accountabilities:

- Lead on desk research and rapid reviews of data, research reports and policy reports to inform the development of specific research projects and wider organisational needs.
- Lead on horizon scanning and reviews of data, research reports and policy reports to ensure the Research team maintains up to date knowledge and awareness of new evidence and policy developments and related events across the gambling harms and gambling research field.
- Review internal documents and publications, providing methodological and research expertise where necessary.
- Advise on and critique research methodologies including as part of internal review of reports and research proposals.
- Support and deputise for Research Leads in the day-to-day management and monitoring of projects.
- Support and deputise for Research Leads in managing grantee and research partner relationships.
- Occasionally represent the Research team at meetings with external and commissioned partners.
- Support in the writing of briefs, presentations and papers for Trustees.
- Contribute to the development and management of guidance and documentation to support the end-to-end commissioning processes for externally commissioned programme / projects.
- Engage and build relationships with partners, including prospective grantees and partner stewardship.
- Provide timely and appropriate responses to external stakeholders as required.

General responsibilities:

1. Demonstrate a commitment to diversity, inclusivity and equal opportunity in working with colleagues and stakeholders with a wide range of perspectives and experiences.
2. Undertake any other tasks as reasonably directed by your line manager.
3. Adhere to GambleAware policies and procedures.
4. Be a good team worker, demonstrating loyalty and commitment to the organisation and team members.

Critical competencies:

The competency framework sets out how we want people in GambleAware to work.

The competencies are intended to be discrete and cumulative, with each level building on the levels below. The six competencies below are identified as critical to this role.

Brilliant Basics	<ul style="list-style-type: none">● Be alert to emerging issues and trends which might impact, or benefit own and team's work.● Work with team to set priorities, goals, objectives and timescales● Create regular reviews of what and who is required to make a project / activity successful and make ongoing improvements
Difference Makers	<ul style="list-style-type: none">● Take opportunities to regularly communicate and interact with colleagues, helping to clarify goals and activities and the links between these and strategy● Readily identify opportunities to share knowledge, information and learning and make progress by working with colleagues.
Game Changers	<ul style="list-style-type: none">● Actively seek out and share experience to develop understanding and knowledge of own work and of team's business area

Person Specification

	Essential	Desirable
Knowledge & experience	<ul style="list-style-type: none"> ● Solid, demonstrable, and relevant experience of working in a third-sector or public sector organisation at the interface between policy and research. ● Understanding of the role and contribution of charities and the third sector in preventing and reducing gambling harms ● Excellent understanding of qualitative and / or quantitative research methodologies and demonstrable experience of applying these in practice. ● Ability to analyse and summarise data (qualitative and quantitative) for reporting purposes. ● Experience of partner engagement and relationship building. ● Experience of designing and conducting own research and/or fieldwork ● Experience of collaborating with colleagues to quality-check, design and deliver projects from start-to-finish. ● Experience of managing and monitoring research projects. 	<ul style="list-style-type: none"> ● Experience in conducting research with and on marginalised communities with lived experience, particularly including those with lived experience of gambling harms. ● Experience of grant management, either as grantee or grant maker, either for own research, or for organisation ● Experience of policy and advocacy work. ● Experience of working in organisations related to health, public health or gambling.
Skills & abilities	<ul style="list-style-type: none"> ● Strong communication skills, written and verbal, able to distil different sources of evidence into succinct and accessible summaries ● Ability to work on multiple projects, managing competing demands and timescales ● Ability to understand and utilise numerous research methods (qualitative or quantitative) ● Able to appraise and critique research approaches and methodologies. ● Ability to present findings and insights to an audience, including internal staff briefings and presentations. ● Ability work independently in a fast-paced environment. ● Able to prioritise and manage own workload ● Strong attention to detail. ● Able to work flexibly and collaboratively as part of the team. ● Excellent IT Skills especially in the use of MS Office applications (Word, Excel, Outlook and PowerPoint). 	<ul style="list-style-type: none"> ● Able to use statistical software such as SPSS, R or Stata.
Qualifications	<ul style="list-style-type: none"> ● Undergraduate degree level in a related field, such as subjects related to health, psychology or the social sciences, including a significant research methods component. 	<ul style="list-style-type: none"> ● Postgraduate qualification in a related field, such as subjects related to health, psychology or the social sciences, including a significant research methods component.

General	<ul style="list-style-type: none"> • Committed to continuous professional development • Committed to collaborative and communicative team working • Commitment to GambleAware's mission and values. • Eligible to work in the UK 	<ul style="list-style-type: none"> • Keeping up to date with Charity Commission guidance. • Prepared to travel and attend meetings and training as required, which may involve occasional overnight stays.
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How to Apply

Key Dates

Closing date for applications is 9am on Monday 11th July 2022.

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.

Successful candidates will be invited to attend a panel interview in early July.

How to apply

In order to apply, please submit a comprehensive CV along with a covering letter (up to two pages) to recruit@gambleaware.org.

Your cover letter should set out your interest in the role and how you meet the essential requirements in relation to the accountabilities and responsibilities for the role.

Equal opportunities

All candidates are also requested to complete an online [Equal Opportunities Monitoring Form](#) which will be found at the end of the application process. This should be submitted to recruit@gambleaware.org.

This will assist GambleAware in monitoring selection decisions to assess whether equality of opportunity is being achieved. Any information collated from the Equal Opportunities Monitoring Forms will not be used as part of the selection process and will be treated as strictly confidential.

GambleAware is an equal opportunity employer and is committed to ensuring equal opportunities, fairness of treatment, dignity, work-life balance and

the elimination of all forms of discrimination in the workplace for all staff and job applicants.

We are committed to ensuring everyone can access our website and application process. This includes people with sight loss, hearing, mobility and cognitive impairments. Should you require access to these documents in alternative formats, please contact recruit@gambleaware.org.

Personal data

In line with GDPR, we ask that you do NOT send us any information that can identify children or any of your sensitive personal data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, data concerning health or sex life and sexual orientation, genetic and/or biometric data) in your CV and application documentation. Following this notice, any inclusion of your sensitive personal data in your CV/application documentation will be understood by us as your express consent to process this information going forward. Please also remember to not mention anyone's information or details (e.g. referees) who have not previously agreed to their inclusion.

Contact details

For a conversation in confidence, please contact recruit@gambleaware.org and we will come back to you.

Also, if you have any comments and/or suggestions about improving access to our application processes please do not hesitate to contact us at recruit@gambleaware.org.

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About GambleAware:

GambleAware is an independent charity (Charity No. England & Wales 1093910, Scotland SC049433) that champions a public health approach to preventing gambling harms. GambleAware is a commissioner of integrated prevention, education and treatment services on a national scale, with over £40 million of grant funding under active management.

For further information about the content of the report please contact
info@gambleaware.org

