

JOB DESCRIPTION

Job Title	Evidence Assistant
Reporting to:	Senior Evidence Manager
Location	Central London, with some remote working supported
Hours	Up to 37.5 hours/ 5 days a week Flexible working arrangements supported
Salary Band/Grade	1
Duration	Permanent

Background Information

About the Centre for Ageing Better

The UK's population is undergoing a massive age shift. In less than 20 years, one in four people will be over 65. The fact that many of us are living longer is a great achievement.

But unless radical action is taken by government, business and others in society, millions of us risk missing out on enjoying those extra years.

At the Centre for Ageing Better we want everyone to enjoy later life. We create change in policy and practice informed by evidence and work with partners across England to improve employment, housing, health and communities.

We are a charitable foundation, funded by The National Lottery Community Fund, and part of the government's What Works Network.

Job Purpose

The Evidence Assistant will play a key part in the evidence function at Ageing Better, including the role of evidence in Ageing Better's work to create social change. Supporting work across the organisation, they will be responsible for delivering a range of research tasks, which could include non-systematic literature searches, sourcing secondary data, basic data analysis and fact checking. They will also be responsible for some research administration to support the effective and efficient running of evidence projects.

Specific duties and responsibilities

- To conduct basic data analysis and other research tasks, including literature searches, sourcing secondary or fact checking, to support work across the organisation in relation to our priority areas and wider work on ageing
- To conduct basic data analysis and rapid in-house research which enables Ageing Better to respond quickly to the external environment

- To support the development and maintenance of expert knowledge in one or more of Ageing Better's priority areas, conducting some non-systematic literature searches, sourcing secondary data and basic data analysis as required
- To support the production of Ageing Better's Research and Policy E-Alert, checking the relevance and quality of the content to be included
- To work collaboratively alongside colleagues in the Programmes, Strategy and Partnerships, Communications and Finance and Operations directorates to ensure that our evidence projects support our organisational strategy and objectives.
- To work collaboratively with colleagues in the Evidence team to provide or seek expertise in specific methodologies.
- To attend external events on behalf of Ageing Better as appropriate, and write articles and blogs.
- To support effective and efficient project management, contracting and financial systems to ensure the smooth running of evidence projects

Act in line with Ageing Better's principles and values

- Take personal responsibility for safeguarding and promoting the rights of older people
- Comply with our policies and procedures at all times, in particular Data Protection
- Promote and support open and effective collaboration across Ageing Better
- Carry out all duties in a professional manner and in line with our values
- Undertake any other roles or responsibilities that may be reasonably required

Person specification

Criteria	Essential	Desirable	How identified & assessed
Education / qualification and training			
Degree or equivalent qualification in a relevant discipline	✓		Application
Masters level qualification, or equivalent level of experience, in a relevant discipline		✓	Application
Knowledge / skills			
Knowledge, skills and experience of basic data analysis	✓		
Knowledge, skills and experience of literature searches	✓		
Knowledge, skills and experience of social research methods including some or all of: evidence synthesis, qualitative and quantitative research, and evaluation approaches		✓	Application & interview
Good critical appraisal skills	✓		Application & interview
Good analytical skills	✓		Application & interview
Good IT skills	✓		Application / interview

Interest in one of the following sectors; employment and work; housing; communities; health and public health; ageing		✓	
Experience			
Experience of using statistical analysis packages such as SPSS		✓	Application

Personal qualities			
Commitment to Ageing Better's mission and principles	✓		Interview
Collaborative approach and ability to build effective relationships with a wide range of people	✓		Interview
Ability to take initiative and be creative in solving problems	✓		Interview
Ability to work independently and collaboratively as part of a small team	✓		Interview