

Job description for the role of  
**POLICY AND RESEARCH INTERN**

- Location:** This role will be based in our Bristol Office. It will involve some travel to London, Sheffield and other locations in England on occasions.
- Hours:** We will consider full time or part time hours (please let us know what you would prefer when you apply for the role).
- Contract:** 6 months
- Salary:** We pay the UK Living Wage, currently £9.00 per hour.

Power to Change is the small independent charitable trust that supports community businesses in England, endowed by the Big Lottery Fund. Our vision is better places through community business. We want to back people to build successful community businesses for the benefit of their local places.

You will be working closely with other like-minded passionate professionals in our organisation to build the profile of a movement that will change the face of the country.

This role would suit somebody who wants to gain experience in research management and policy-influencing as it will involve summarising research findings, contributing to government calls for evidence and other related tasks. Graduates, post-graduates or those with experience of working in politics in particular but also social policy or social entrepreneurship may wish to apply.

**Deadline for applications:** 10am on Monday 3<sup>rd</sup> June 2019  
Interviews will be held in week beginning 17<sup>th</sup> June 2019.

Email a CV and covering letter to [recruitment@powertochange.org.uk](mailto:recruitment@powertochange.org.uk)

We are an **equal opportunities employer** and welcome applications from all candidates irrespective of race, age, disability, gender, gender identity, sexual orientation, religion or belief, or marital or civil partnership status. We will assess all applications against the requirements for this post as detailed in the job description and person specification **and ask for names and education history to be removed from applications.**

We are **Disability Confident Committed**, we welcome and respond positively to applications from disabled people. We will meet individual needs throughout the recruitment process, including making any appropriate reasonable adjustments during the interview stage and to our workplace if selected into post to support colleagues with any form of disability. If you meet the minimum requirements for the role and would like a guaranteed interview please email [nicolaf@powertochange.org.uk](mailto:nicolaf@powertochange.org.uk), you do not need to share any details about your disability at this stage.

As a **Mindful Employer** we recognise that in the UK, people experiencing mental ill health continue to report stigma and discrimination. We are committed to creating a supportive and open culture, where colleagues are able to talk about mental health. We are also committed to ensuring that our employees feel safe in disclosing any mental health conditions and confident that they will be properly supported and offered reasonable adjustments when required.

If you have any questions about how Power to Change is an equal opportunities employer please contact our Diversity and Inclusion Coordinator, Edward on [edwardw@powertochange.org.uk](mailto:edwardw@powertochange.org.uk)

### Who we are and what we do

Power to Change is an independent trust, whose funding is used to strengthen community businesses across England. We received a £150 million endowment in 2015 from Big Lottery Fund. At a time when many parts of the UK face cuts, neglect and social problems, we are helping local people come together to take control, and make sure their local areas survive and stay vibrant.

No one understands a community better than the people who live there. In some areas, people are already coming together to solve problems for themselves, and we support them as they run businesses which help their whole community and recycles money back into the local area. Community businesses revive local assets, protect the services people rely on, and address local needs.

### Our vision and mission

Our overall vision is to achieve ‘**better places through community business,**’ a vision which we will deliver by pursuing our mission which is to ‘back people to build successful local businesses for the benefit of their communities’. Power to Change has been established as a spend-down Trust, with the aim of significantly accelerating the growth and impact of community business in England, thereby creating a sustainable legacy of robust community businesses which will endure well beyond the Trust’s existence.

### Our Objectives

- **To grow the community business sector** such that there are a greater number of high impact, sustainable community businesses at the end of 10 years
- **To transform places** through the positive economic, social and environment impact of community businesses
- **To make the case** to government, business, consumers and other funders that community business is a powerful force for change such that they increase their investment in community business.

### Our values

**Bold:** We experiment, take risks and test new ideas. We move quickly to take advantage of opportunities.

**Informed:** We learn from research and from our delivery. We are responsive and adapt to what we have learned.

**Open:** We are transparent about our decision-making. We share knowledge and learning including what has not worked.

**Collaborative:** We work across sectors and respect others’ knowledge and experience. We encourage others who share our vision to bring about change.



JOB DESCRIPTION	
<b>Role Title</b>	<b>Policy and Research Intern</b>
<b>Location</b>	Bristol office based with occasional travel to London
<b>Reports to</b>	Research Officer
<b>Role Purpose</b>	To support the work of the research and policy function.
<b>Key Responsibilities</b>	<p><b>Policy</b></p> <ul style="list-style-type: none"> <li>• Undertaking regular policy monitoring using the Dod’s policy update subscription service – monitoring developments across our policy priorities.</li> <li>• Tracking our public affairs and engagement with Westminster and Whitehall.</li> <li>• Working with the Head of Research and Policy to research and draft evidence submissions and government consultation responses on behalf of Power to Change.</li> <li>• Occasional communication with policy stakeholders - Members of Parliament or Peers, or their offices, local authorities, Mayors, central and local government officials.</li> </ul> <p><b>Research</b></p> <ul style="list-style-type: none"> <li>• Proactively disseminating our research outputs and uploading to our website.</li> <li>• Working with the Research Officer to support the delivery of key research outputs- reviewing and ensuring quality and accuracy of research reports, summarising research outputs for newsletters, blogs and summary documents.</li> <li>• Working with the Research Officer to support the delivery of research projects- reviewing applications to research grant funding programmes, supporting the dissemination of surveys and other <i>ad hoc</i> research related tasks.</li> <li>• Data input and cleansing, and some data analysis, dependent on experience.</li> </ul> <p><b>General</b></p> <ul style="list-style-type: none"> <li>• Supporting the organisation and delivery of events.</li> <li>• Handling calls and queries, booking meetings.</li> </ul> <p>Provide ad-hoc assistance to other team members as required.</p> <p>This job description is issued as a guideline to assist you in your duties, it is not exhaustive. Because of the evolving nature and changing demands of our work this job description may be subject to change. You may, on occasions, be required to undertake additional or other duties within the context of this job description.</p>

PERSON SPECIFICATION	
<b>Skills and Experience</b>	<ul style="list-style-type: none"> <li>• Solid understanding of the U.K. policy environment required.</li> <li>• Understanding of value of research in third sector.</li> <li>• Knowledge of, or interest in, the community business or third sector.</li> <li>• Ability to work in a fast-paced environment, to prioritise multiple activities and competing demands.</li> <li>• Takes initiative, flexible ‘can-do’ attitude and can work independently.</li> <li>• Strong communication skills, good at building relationships with colleagues.</li> <li>• Knowledge of research methods is desirable but not essential.</li> <li>• Data manipulation and analysis skills are desirable but not essential.</li> </ul>



**Pay and benefits**

- ✓ We pay UK Living Wage at £9.00 per hour
- ✓ Pension with 5% company contribution and 4% employee contribution
- ✓ 25 days holiday plus 8 statutory holidays *pro-rata for part time roles*
- ✓ Flexible start & finish times
- ✓ 50% off health and wellbeing activities up to £1000 a year
- ✓ Generous maternity, adoption, paternity and shared parental leave and pay.
- ✓ Health insurance to cover out of pocket NHS costs
- ✓ Sports and social fund
- ✓ Employee Assistance Helpline
- ✓ Season ticket loan
- ✓ Birthday leave
- ✓ 6 personal development days (for vocational training or volunteering in a community business) *pro-rata for part time roles*