



JOB DESCRIPTION: RESEARCH AND SUPPORT OFFICER – PARTICIPATORY SCOTLAND

Job Title:	Research and Support Officer – Participatory Scotland
Hours:	21-28 hours per week - with some weekend working. Fixed term, 6-month contract.
Reports to:	National Programme Manager (Appetite for Change)
Salary Banding:	F2
Location:	Riverside House, Edinburgh or Pentagon Centre, Glasgow with frequent travel to Renfrewshire & Fife.

Job context

Corra Foundation exists to make a difference to the lives of people and communities. It works with others to encourage positive change, opportunity, fairness and growth of aspirations which improve lives. Corra wants to see a society in which people create positive change and enjoy fulfilling lives.

In 2020 Corra launched a ten-year strategy. It is long term because making a difference on the big challenges will take time. At its heart is the strong belief that when people find their voice, they unlock the power to make change happen.

Job purpose

The role of Research and Support Assistant will work as part of the People in Place team to provide support to the 'co-design' phase of Participatory Scotland (PS) - including current sites in Paisley, (Renfrewshire) and Kirkcaldy (Fife) - helping to develop an understanding of the approach and support various stakeholder groups to engage with and contribute to the process.

The co-design phase will include pop-ups in community venues around Renfrewshire and a dedicated 'shop' space in Paisley town centre. The Research and Support Officer will be required to introduce PS, engage local people and partners with the approach, and gather local information and ideas to support the research process.

They will also design and redevelop ways of presenting existing information to encourage discussion on PS, and support the shaping of a final project design for Renfrewshire, considering the different perspectives and options available.

The jobholder will report to the National Programme Manager – Appetite for Change, working closely with all members of the Place team as well as the various other foundation teams.

As with other Corra staff, there will be the requirement to be flexible and to provide support for other aspects of Corra business as and when required.

Structure

An organogram showing Corra's structure, and where this role fits, is attached at Appendix 1.

Main activities and responsibilities

Research Support

- Ability to quickly understand key concepts and approaches for Participatory Scotland.
- Ability to develop meaningful conversations with stakeholders on the adaptation of the approach (residents, organisational leads, business and key service providers).
- Ability to support the co-design processes and to explain this to different stakeholders.
- Ability to engage people in the research space and encourage their interaction with the research questions.
- Support with drawing research themes and ideas from co-design process into a final plan.

Logistics and Planning

- Support the National Programme Manager with the planning and logistics of setting up the research space and adapting it as the residency continues.
- Providing an overview of logistics for specific stakeholder events and carrying out any booking and administrative tasks, including the use of Eventbrite.
- Using on-going analysis of responses given in the research space to identify and reach other stakeholder groups within Renfrewshire, or adapt the displays to better showcase aspects of the approach.
- Upkeep of a Stakeholder list to ensure discussions have been had with a range of people and include a range of perspectives.

Communications:

- Work with External Relations to support the promotion of 'Every One Every Day', through Corra's website, and the development of a digital presence for Every One Every Day, also using local media, social media and networks.
- Work with communities and External Relations to produce and disseminate research reports and any other publications, including website content.
- Support the design 'look and feel' of the research report, ensuring that it maintains an approachable and engaging style.

Corra team

Participate fully as a member of Corra's team, demonstrating commitment to the organisation's values, attending staff meetings, support and supervision sessions and training as required. If required, support the work and promotion of any other area of Corra's business in fulfilling its strategic aims.

Relationships

The jobholder will require to be in regular contact with local residents, partner organisations and suppliers.

Key skills

- Excellent organisational skills and attention to detail.
- Ability to absorb and analyse a wide range of potentially complex information.
- Active listening skills.
- Strong facilitation skills.
- Openness to exploring/implementing a variety of participatory evaluative approaches and methods.
- Creativity and design experience.
- Friendly, open and collaborative approach.
- Ability to work occasional weekend days.

Working conditions

This role will be based at Riverside House, Gorgie Road, Edinburgh or Pentagon House, Washington Lane, Glasgow, with a flexible approach to carrying out an element of work from home. It will require a significant amount of travel throughout Scotland.

The jobholder is line managed by the National Programme Manager – Appetite for Change. Regular support and supervision meetings as well as bi-annual appraisal meetings will take place.

Corra is committed to its staff, including through a focus on learning and development. Corra is a Scottish Living Wage employer, holds the Healthy Working Lives Bronze Award and is happy to consider flexible working.