BAME Research Training Programme

12 weeks | £21,000 pa pro rata | London SW1

The Resolution Foundation is an independent think-tank focused on improving living standards for those on low to middle incomes. Our reputation for rigorous analytical work that results in effective policy solutions places us at the forefront of the UK debate on economic and social policy.

As part of our commitment to increasing diversity within both our own work force and the economic policy making sector, the Resolution Foundation is offering a paid training opportunity for BAME postgraduate students (including those planning to study, currently studying for, or having recently obtained a postgraduate qualification) to learn from our experts and produce research outputs for publication on the Foundation website. Trainees are fully integrated into our research process, benefiting from peer supervision, informal in-house training, involvement in the wider work of the Foundation, and specific guidance tailored to the needs of the individual.

The 12-weeks programme is focused on individuals with an interest but little experience in economic and/or public policy analysis. The aim is to ensure they contribute to a number of outputs that they can reference on their CV.

Candidates should be reliable and hold:

- A solid understanding of UK economics and / or public policy;
- Strong quantitative analysis skills;
- A relevant BA/BSc qualification or equivalent knowledge gained in another environment; and
- A commitment to supporting the Foundation's focus on improving outcomes for people on low and middle incomes.

The training placement will take place during August to October, exact dates to be confirmed, depending on individual circumstances. Overseas students will be considered, subject to their having an unrestricted right to work in the UK (the Foundation is unable to sponsor visa applications for the summer training programme). Assistance for interview expenses may be provided subject to agreement in advance. Trainees are provided with payment at London Living Wage rates in order to ensure socio-economic disadvantage does not preclude participation. No additional funds are available to help with travel or subsistence during the placement and we are unable to help with any accommodation requirements.

Resolution Foundation’s BAME postgraduate placement training scheme is a positive action initiative targeted at postgraduate students and recent graduates of African, African-Caribbean, Asian or Chinese origin, as these groups are currently under-represented regionally, and nationally, in economics and policy making.

Applications for summer 2020 are invited between 1 May 2020 and 30 June 2020, and must be made using RF’s application platform. Applications received at any other time will not be considered.
BAME research trainee programme

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Programme summary

The 12-weeks programme is focused on individuals with an interest but little experience in economic and/or public policy analysis. The trainee will be embedded into the Resolution Foundation (RF) research team, provided with a series of formal training and development sessions, and tasked with (co)authoring a small number of short-form outputs (e.g. RF ‘spotlight’ articles) to ensure they develop a broad understanding of core living standard issues, and / or matched with a member of RF’s research team to act as co-author/co-researcher for a longer briefing note to provide experience of contributing to a project from start to finish. The aim is for trainees to contribute to a number of outputs that they can reference on their CV.

Trainees also benefit from taking part in day-to-day tasks across the full range of research activity, such as helping to produce RF’s monthly labour market statistics reaction, quality assuring RF outputs and building a wider network of contacts in the think tank/policymaking sectors.

Objectives

We aim to provide trainees with the skills and competencies that are typically required in policy/economic researcher roles and build their familiarity with the think tank/policy-making arena. By the end of the programme, trainees should be familiar – and increasingly confident – with core RF researcher responsibilities. These range from analysing and presenting research, to drafting blog posts and engaging with external stakeholders, including government officials and policymakers.

Trainees will also leave the placement with a greater ability to acquire future employment within the sector. In addition to acquiring skills and experience they can reference on their CVs, they will benefit from tailored advice and guidance from relevant members of our team.
Trainee responsibilities

1) Data handling and analysis: trainees will be involved in both short and long-form analytical work. By working on short-form outputs, such as RF's various statistics reactions, they will download, sense check, quickly analyse, and visually present economic and social figures.

Working on longer-term outputs, such as briefing notes and spotlight articles, trainees will clean, reshape and analyse data - using statistical packages like STATA or R. They will perform descriptive statistical analysis and, depending on their research question, more advanced econometric techniques.

Trainees will also take part in RF's quality assurance process, learning to systematically sense check and audit others' work.

2) Communicating research:

a. Written communication: trainees will have the opportunity to draft both short outputs, such as blogs/spotlights and longer outputs, like briefing notes. In both formats, they will gain experience in transforming their research findings into a clear narrative structure underpinned by crisp drafting.

b. Visualising research: trainees will gain experience in transforming quantitative findings into clear and striking charts.

c. Formal presentations: trainees will present their findings to the research team, building both confidence in presenting and an understanding of how to structure a clear story that keeps the audience engaged.

d. Communicating with the media: through media training and taking part in RF's statistical reactions (e.g. labour market statistics, prices/inflation figures), trainees will get a sense of how to transform complex results into a clear, interesting story.

3) Policy reviews and analysis: as part of their research project, trainees will be responsible for reviewing and critically analysing the policies relevant to their research question. This could include drafting brief literature reviews and policy briefs, in order to understand where there are gaps in the evidence and whether/where public policy has been effective in addressing the specific research topic at hand.

4) Network development: trainees will also get a sense of how to build networks in think tanks/policymaking circles, including through engaging with friendly RF contacts and accompanying RF staff to formal meetings and roundtables.
Specific training sessions include:

- Statistical software (STATA) training: A member of the research team will provide the trainee with three to four STATA sessions, teaching them to interpret and write their own code.

- Econometrics: depending on the trainee’s experience/interest, they will be provided with session(s) allowing them to understand and put into practice concepts ranging from statistical significance testing to more advanced forms of regression analysis.

- Excel tips and chart-building: a session focused on Excel shortcuts and how to create clear but visually striking charts and tables.

- Drafting and narrative building: a minimum of two sessions wherein the trainee learns to transform research findings into a short article/longer report structure using crisp, clear prose. This includes practice sessions, where the trainee writes and receives detailed feedback on a number of mock-blog posts.

- Media training: RF’s communications team will run trainees through a media training session – teaching them the basics of how newspaper and broadcasters tend to use our research and how to prepare for media interviews. Trainees will also be able to sit in on research staff’s media interviews.

Wider learning opportunities:

- Careers advice, including help with job searches CV-building, cover-letter writing and job interview techniques.

- Access to RF’s Masterclass series, where members of staff run informational sessions on a number of research topics.

About you

The 12-weeks programme is focused on individuals with an interest but little experience in economic and/or public policy analysis.

Candidates should be reliable and hold:

- A solid understanding of UK economics and/or public policy;

- Strong quantitative analysis skills;

- A relevant BA/BSc qualification or equivalent knowledge gained in another environment; and

- A commitment to supporting the Foundation’s focus on improving outcomes for people on low and middle incomes.
Summary of main terms and conditions

Some of the main terms and conditions for this training opportunity are summarised below. The successful trainee will be paid the London Living Wage for the duration of the placement in order to ensure socio-economic disadvantage does not preclude participation. This summary does not form part of any subsequent employment contract.

**Job title:** Research Trainee

**Salary:** £21,000 pa pro rata

**Working Hours:** 37.5 hours a week, 9.00am to 5.30pm Mon to Fri, although exact timings are flexible. Due to the nature of the training opportunity, you will sometimes be asked to participate outside these hours

**Accountable to:** Research Director

**Location:** London, SW1

**Duration:** 12 weeks, August - October 2020

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**How to apply**

Resolution Foundation uses an online application process for all our roles. If you would like to apply for the Training Opportunity, visit [https://app.beapplied.com/apply/n7cr0szovj](https://app.beapplied.com/apply/n7cr0szovj).

The application process has three stages:

i. **About you:** The platform will ask you for some personal details and to upload your CV. Applications are assessed blind by multiple reviewers so this information will only become visible to the Foundation if you are shortlisted.

ii. **Multiple choice test:** You will be asked to complete 8 multiple choice questions and will have 20 minutes to do so. You may use a calculator if required. Once you start the test, a timer will count down in the top right corner of the screen.

iii. **Short answer questions.** You will be asked to answer the following:

   - Please outline the key aspects of your education and / or employment experience that make you a suitable candidate for the trainee placement scheme.

   - Please provide details of any specific training and development needs you are hoping the placement will address.

   - The Resolution Foundation’s work is focused on living standards. In your view, what will be the main living standards issues over the next three years?

Each section has a 250-word limit and you will have the opportunity to amend these before finally submitting your application.

N.B. each of your answers will be reviewed separately and anonymously by different people. This means the person reviewing your answer to question 2 will not have access to your answer to question 1, and so on. Therefore, do not refer in one answer to what you have written in another (e.g. avoid using phrases like “as explained above”). If it is relevant, explain again in full.
Interviews
Shortlisted applicants will be contacted as soon as possible after the closing date, and we expect to hold first interviews via video call w/c 13 July 2020. Please indicate your availability and let us know if you have any specific requirements so we can make any necessary reasonable adjustments in advance.

Financial Assistance
Assistance for interview expenses may be provided subject to agreement in advance. If you are invited to attend an interview and would like to be reimbursed for interview expenses, please let us know when confirming your attendance.

Feedback
All unsuccessful applicants will be sent feedback about their application through the Applied platform. Candidates who have attended an interview will be offered feedback in order for the experience to assist in preparing for future interviews. We also welcome any feedback candidates have about the application process.

Contact
If you would like to speak to someone informally about the role before applying, please contact sharmina.khanam@resolutionfoundation.org.

If you would like further information about the application process, or if you have a disability that might affect your ability to complete the online application system, please contact us at: recruitment@resolutionfoundation.org and a member of staff will get in touch.

For more information about our work and what it is like to work for the Resolution Foundation, please see our Recruitment Brochure.
Privacy notice for job applicants

When you apply for a job with the Foundation, we collect and process a range of information about you.

This includes:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements;
- whether or not you have a disability for which the Foundation needs to make reasonable adjustments during the recruitment process; and
- Information about your entitlement to work in the UK.

The Foundation may collect this information in a variety of ways. For example, data might be provided by recruitment agencies, contained in applications, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment, including online tests. The Foundation may also collect personal data about you from third parties, e.g. references supplied by former employers, information from employment background providers. The Foundation will seek information from third parties only once a job offer to you has been made and will inform you that it is doing so.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

Why does the Foundation process personal data?

The Foundation needs to process data to take steps at your request prior to entering into a contract with you. It may also need to process your data to enter into a contract with you. In some cases, the Foundation needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant’s eligibility to work in the UK before employment starts.

The Foundation has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the Foundation to manage the recruitment process, assess and confirm a candidate’s suitability for employment and decide to whom to offer a job. The Foundation may also need to process data from job applicants to respond to and defend against legal claims.

The Foundation may process special categories of data, such as information about ethnic origin, sexual orientation or religion or belief, to monitor recruitment statistics. It may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. The Foundation processes such information to carry out its obligations and exercise specific rights in relation to employment.

The Foundation will not use your data for any purpose other than the recruitment exercise for which you have applied.

If your application is unsuccessful, the Foundation may keep your personal data on file in case there are future employment opportunities for which you may be suited. The Foundation will ask for your consent before it keeps your data for this purpose and you are free to withdraw your consent at any time.

Who has access to data?

Job applicant personal information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, interviewers and managers involved in the recruitment process, and IT staff if access to the data is necessary for the performance of their roles.

The Foundation will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. The Foundation will then share your data with former employers to obtain references for you.

Your data will not be transferred outside the European Economic Area (EEA).

How does the Foundation protect data?

The Foundation takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties. Recruitment data is kept in a secure location with access restricted to HR employees only.

For how long does the Foundation keep data?

The Foundation will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

In some circumstances we may anonymise your personal data (so that it can no longer be associated with you) for research or statistical purposes in which case we may use this information indefinitely without further notice to you.

If your job application for employment is unsuccessful, the Foundation will hold your data on file for 6 months after the end of the relevant recruitment process. If you agree to allow the Foundation to keep your personal data on file, the Foundation will hold your data on file for a further 6 months.
for consideration for future employment opportunities. At the end of that period, or once you withdraw your consent, your data will be deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

Your rights

As a data subject, you have rights under data protection laws in relation to your personal data. You have the right to:

- Request access to your personal data (commonly known as a “data subject access request”). This enables you to receive a copy of the personal data we hold about you and to check that we are lawfully processing it.
- Request correction of the personal data that we hold about you. This enables you to have any incomplete or inaccurate data we hold about you corrected, though we may need to verify the accuracy of the new data you provide to us.
- Request erasure of your personal data. This enables you to ask us to delete or remove personal data where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal data where you have successfully exercised your right to object to processing (see below), where we may have processed your information unlawfully or where we are required to erase your personal data to comply with local law. Note, however, that we may not always be able to comply with your request of erasure for specific legal reasons which will be notified to you, if applicable, at the time of your request.
- Object to processing of your personal data where we are processing your personal data for direct marketing purposes. In some cases, we may demonstrate that we have compelling legitimate grounds to process your information which override your rights and freedoms.
- Request restriction of processing of your personal data. This enables you to ask us to suspend the processing of your personal data in the following scenarios: (a) if you want us to establish the data’s accuracy; (b) where our use of the data is unlawful but you do not want us to erase it; (c) where you need us to hold the data even if we no longer require it as you need it to establish, exercise or defend legal claims; or (d) you have objected to our use of your data but we need to verify whether we have overriding legitimate grounds to use it.
- Request the transfer of your personal data to you or to a third party. We will provide to you, or a third party you have chosen, your personal data in a structured, commonly used, machine-readable format. Note that this right only applies to automated information which you initially provided consent for us to use or where we used the information to perform a contract with you.
- Withdraw consent at any time where we are relying on consent to process your personal data. However, this will not affect the lawfulness of any processing carried out before you withdraw your consent. If you withdraw your consent, we may not be able to provide certain products or services to you. We will advise you if this is the case at the time you withdraw your consent.
- If you would like to exercise any of these rights, please contact dataprotection@resolutionfoundation.org. If you believe that the Foundation has not complied with your data protection rights, you can complain to the Information Commissioner.

No fee usually required: You will not have to pay a fee to access your personal data (or to exercise any of the other rights). However, we may charge a reasonable fee if your request is clearly unfounded, repetitive or excessive. Alternatively, we may refuse to comply with your request in these circumstances.

What we may need from you: We may need to request specific information from you to help us confirm your identity and ensure your right to access your personal data (or to exercise any of your other rights). This is a security measure to ensure that personal data is not disclosed to any person who has no right to receive it. We may also contact you to ask you for further information in relation to your request to speed up our response.

Time limit to respond: We try to respond to all legitimate requests within one month. Occasionally it may take us longer than a month if your request is particularly complex or you have made a number of requests. In this case, we will notify you and keep you updated.

What if you do not provide personal data? You are under no statutory or contractual obligation to provide data to the Foundation during the recruitment process. However, if you do not provide the information, the Foundation may not be able to process your application properly or at all.

Automated decision-making: Recruitment processes are not based solely on automated decision-making.

For more information about Google's privacy policy, please visit: https://privacy.google.com/index.html#. We do not make, and do not allow Google to make, any attempt to find out the identities of those submitting the form. Information is used for monitoring purposes only and completing this form is not a requirement of application.