

Communications Officer: Writer and Podcast Creator

£31,880 - £41,330 p.a., depending on experience
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.

We're looking for a talented and committed candidate to contribute to the delivery of our communications strategy spanning editorial, press and digital media, and to oversee the launch and delivery of our new podcast.

What does the role involve?

Working closely with our core team of economic and policy experts, this role is key to ensuring the Foundation maintains our high public profile, achieves tangible impact, and reaches new audiences, as we continue to deliver an exciting plan of work at a crucial time for the economy, and for public policy.

This varied role involves working across the broad range of our work. Excellent writing skills and knowledge of the UK's social policy environment are essential for the key task of writing, summarising and editing the Foundation's work for wider media consumption, and commenting on key political and economic trends in the UK.

What kind of person are we looking for?

The Communications Officer role would suit an individual passionate about understanding a wide range of political economy issues, writing about them in an accessible and impactful way, and delivering wider creative content, such as podcasts. The position requires the ability to be flexible, multi-task and respond proactively and with enthusiasm to fast-paced events.

What is the organisational culture?

The Resolution Foundation prides itself on analytical rigour and we strive to achieve standards of excellence in all our work. This commitment is matched by dedication to our core purpose, working to improve the living standards of those on low to middle incomes. These twin pillars of rigour and purpose underpin everything we do.

The Foundation is a small team and staff members are expected to support each other, work flexibly, and share cross-organisational work in addition to fulfilling individual responsibilities. Due to the nature of this post, sometimes you will be expected to work outside normal office hours. Time off in lieu is available when appropriate.

We offer a competitive benefits package and the opportunity to join our team at an exciting time in our development as the Foundation builds on a period of significant impact and seeks to step up to major challenges in the years ahead. We actively develop and grow the skills and reputations of all our team, and provide training and development opportunities, including support for formal qualifications when applicable.

Our team enjoys frequent interaction with senior stakeholders in government, media and the wider policy-making world. We actively develop and grow the skills and reputations of all our team, and provide training and development opportunities, including support for formal qualifications when applicable.

Diversity at the Resolution Foundation

The Resolution Foundation welcomes applications from all under-represented communities and groups. As part of our commitment to increasing diversity within both our own workforce and the economic policy making sector in general, we offer pre-application discussions to candidates from black, Asian and other minority ethnic backgrounds. Please contact sharmina.khanam@resolutionfoundation.org for more details.

We also offer candidates with disabilities the option to opt in to a guaranteed interview scheme. Please tick the box during the application process if you would like to take part. We are also happy to discuss individual requirements relating to the application process and/or the demands of the role itself to ensure reasonable adjustments are confirmed in advance. Please contact sharmina.khanam@resolutionfoundation.org if you would like to speak to someone in confidence about your needs.

In line with our determination to attract a diverse team, we regularly analyse a variety of statistics to inform the focus of our work in this area. To help with this, we would be grateful if you would complete the equal opportunities monitoring form provided on the application platform. Any information you provide is collated anonymously and used solely to track the effectiveness of our recruitment campaign.

Closing date: 08:59am on Wednesday 8 March 2023

First interviews: Monday 20 and Tuesday 21 March 2023

Second interviews: Monday 27 March 2023

Main duties and responsibilities

- Working with the Director of Communications and Chief Executive, contribute to the written output of the Foundation, including:
 - Assist in writing comment pieces, including for the Chief Executive
- Working with the Director of Communications, launch and manage the Resolution Foundation's new podcast, including:
 - Drafting scripts for each episode;
 - Liaising with external guests – including senior economists and politicians;
 - Overseeing production and dissemination
- Working with the communications team, promote the Foundation's work direct to the media, including:
 - Writing press releases, selling-in stories and dealing with media enquiries;
 - Assisting the Director of Communications deliver the Foundation's communications plan
- Working alongside the communications team, develop and deliver the full suite of RF communication outputs, including:
 - Assisting with the scripting and recording of RF videos and animations;
 - Assisting with the summarising, proof-reading and publishing of RF reports, briefing notes and essays;
 - Assisting with the running of the RF events programme
- Any other duties as deemed reasonable by the Director of Communications

About you

Essential requirements:

- Clear, fluent and concise oral and written communication skills
- The ability to edit complex economic material and a close attention to detail
- An excellent understanding of UK politics, and social and economic policy
- A good understanding of the media and communications
- Knowledge and experience of digital communication including content creation in some or all of these formats: audio, videos and podcasts
- A professional manner and the ability to deal confidently with a range of external stakeholders
- A creative ability to contribute new thinking on how best to communicate the Foundation's work
- A commitment to the Resolution Foundation's core mission

Desirable characteristics:

- Experience of writing articles and/or comment pieces
- Knowledge of the production requirements in some or all of these formats: audio, videos and podcasts

Summary of main terms and conditions

Some of the main terms and conditions for this post are summarised below. This summary does not form part of any subsequent employment contract. The Foundation has a defined contribution pension scheme and a range of flexible and family friendly policies. We also invest in training, including providing support with formal qualifications when appropriate.

The Foundation is a small team and staff members support each other, work flexibly, and share cross-organisational work in addition to fulfilling individual responsibilities.

Job title: Communications Officer: Writer and Podcast Creator

Location: London, SW1

Contract: Permanent

Accountable to: Director of Communications

Annual leave: 30 days p.a. plus bank holidays

Salary: £31,880 - £41,330 p.a., depending on experience

Probation period: Three months

Notice period: Three months

Working Hours: 37.5 hours a week, 09.00-17.30 Mon to Fri, although exact timings are flexible and you may sometimes be asked to participate outside these hours.

How to apply

Resolution Foundation uses an online application platform for all our roles. Developed by the Behavioural Insights Team, Be Applied is designed to eliminate unconscious bias in the recruitment process. If you would like to apply, please visit:

<https://app.beapplied.com/apply/3xkwltitee>.

The application process has two stages.

I. About you: The platform will ask you for some personal details and to upload your CV. The work-based scenario questions are first assessed blind by multiple reviewers so your personal details and CV will only become visible to the Foundation if you are shortlisted.

II. Work-place scenario-based questions: You will be asked to complete three work-place scenario-based questions which are relevant to the role and will be marked against the essential requirements section of the job description. Each question has a 250-word limit and you will have the opportunity to amend these sections before 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.

In line with our determination to attract a diverse workforce, we constantly review our recruitment procedures. To help with this, we would be grateful if you would also complete the equal opportunities monitoring form provided on the application platform. Any information you provide is collated anonymously and used solely to track the effectiveness of our recruitment campaign.

Closing Date

To be considered for this opportunity, please ensure you submit your application by 08:59am on 8 March 2023.

Interviews

Shortlisted applicants will be contacted as soon as possible after the closing date. We expect to hold first interviews on 20 and 21 March 2023 with second interviews on 27 March 2023. Please let us know if you have any specific requirements so we can make any necessary reasonable adjustments in advance.

Office-Based and Remote Working

The Foundation's office is based in Westminster with home working available two days per week. If you have any health concerns that may impact your working arrangements or queries about caring responsibilities, please contact Sharmina.Khanam@resolutionfoundation.org.

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 in-depth feedback in order for the experience to assist in preparing for future interviews. We also welcome any feedback candidates have about the application process.

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 relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground as you feel it impacts on your fundamental rights and freedoms. You also have the right to object 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.