

Community Policy Forum

Job Description

Senior Policy Analyst

- Salary: £30-35k
- Hours: Full time
- Contract: Permanent (subject to successful completion of 6-month probationary period)
- Holidays: 22 days paid holiday pro rata + Bank holidays + Eid days
- Reports to CEO

The Organisation

The Community Policy Forum is an independent think-tank that seeks to promote evidence based and community centred approaches to policymaking surrounding the structural inequalities that face Muslim communities in the UK.

It pursues this aim through two primary avenues:

1. Providing a conduit for parliamentarians, policymakers, and local stakeholders to engage with academic research, thereby promoting the use of evidence driven and academically accredited research within policy development.
2. Providing a vehicle for engagement between policymakers and Muslim communities to facilitate meaningful policy development and implementation built upon the direct experiences of these communities.

You can find out more about the organisation [here](#).

The Role

We are looking for an enthusiastic and motivated team player to adopt a central role in the continued growth of our young organisation. You will be integral to initiating and driving some of our key research projects engaging both policymakers and community voices in order to promote meaningful policy development. Expected projects range in length and scale from short submissions to parliamentary inquiries, to campaigns centred on legislative scrutiny and amendments, as well as long-term ethnographic research reports.

Responsibilities include:

- Conducting qualitative research with Muslim community stakeholders, including holding roundtables, listening exercises, and interviews.
- Drafting articles, reports, briefings, and submissions to parliamentary and public inquiries.
- Translating complex information and research into accessible materials, such as video content, graphics, and summaries.
- Providing in-depth analysis on legislation, policy proposals, public discourse, and current affairs relating to British Muslim communities.
- Monitoring parliamentary business in Westminster, the Scottish Parliament, the Senedd, and the Northern Ireland Assembly.
- Organising events and podcasts to engage the Community Policy Forum's stakeholders.
- Building relationships with community, policy, academic, and parliamentary stakeholders.
- Coordinating with partner organisations on areas of joint interest.
- Designing, initiating, and leading both short-term and long-term projects.
- Managing and coordinating the work of junior colleagues on specific projects.
- Occasional public speaking and media appearances.
- Other activities suited to the remit of the role.

The Candidate

This role would be well suited to an early career researcher and/or someone with experience in political analysis, who has a passion for using both academic research and lived experiences to direct tangible policy change that is meaningful for the communities it seeks to serve.

Required Knowledge

The candidate will be required to have demonstratable in-depth knowledge in areas concerning British Muslims, including, but not limited to:

- Education,
- The labour market,
- Crime, policing, and the criminal justice system,
- Healthcare,

- Poverty, housing, and food security,
- Security and counter-terror,
- Press and broadcasting,
- Social media and online spaces,
- Far Right and populist movements,
- Political engagement and representation,
- Equalities, human rights, and civil liberties,
- Migration, asylum, and citizenship.

Required Skills

- First or upper second-class undergraduate degree in a relevant subject area.
- A Master's degree or typically two years' experience in a relevant professional environment.
- Demonstrable qualitative and/or quantitative research skills.
- Excellent IT skills.
- Excellent communication and interpersonal skills.
- Evidence of written skills.
- Demonstrable creative approaches to problem solving.
- Evidence of project development, management, and delivery.
- An understanding of the political and media landscape of the UK.

Desired Skills

- Experience of working in an academic or policy environment.
- Ability to occasionally travel in the UK.
- Experience of people management.

Personal Attributes

- The ability to work effectively as part of a team.
- Excellent organisational and time-management skills.

- The ability to work with a high degree of autonomy and independence.
- Ability to work under pressure and respond to deadlines.
- Strong commitment to equality and a deep passion for the values and objectives of Community Policy Forum.
- Possessing a passion for academic research, positive policymaking, and tackling inequalities.

To apply (or for more information), please email *a word version of your CV and a covering letter* stating why you are suited to the post to: research@communitypolicyforum.com

Closing date for applications: **23:59, Sunday 9th July 2023**