

Job Description

Title	Head of Research
Reporting to	Director of Theos
Staff responsibility	Research team of 1 Senior Researcher, 4 Researchers (one of whom is part-time) and up to 3 Research Interns
Location	Westminster, London

Context of role: This is an existing position at Theos, a Christian think tank, that has arisen due to the reshaping of the existing role-holder's portfolio.

This role requires someone, motivated by the positive contribution Christian faith can make to flourishing societies, to join the senior leadership team of this think tank and lead their established research programme.

Summary of role: Support the Director of Theos by contributing to the shape of Theos' strategy and playing a full part in the senior leadership team, together with the Head of Communications.

Plan and manage Theos' research programme – and support the communication of the output from the research programme by working closely with the Head of Communications.

- Main responsibilities:**
- As part of the senior leadership team of Theos and working with the Advisory Group, contribute to the shape of Theos' strategy including the shape of the research programme and its communication
 - Plan and manage Theos' research programme, covering primary (qualitative and quantitative) research and secondary elements, including
 - managing a team of internal researchers delivering the programme of research, as well as seeking out external researchers to also contribute to the output
 - keeping abreast of the public debate and interest in how a Christian perspective can contribute to it
 - initiating and sustaining relationships of trust and respect with relevant influencers
 - commissioning and editing Theos research reports,

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supporting researchers to ensure delivery of high-quality research within time and budget

- updating funders on the progress and impact of research projects
- Support the communication of the output from the research programme, working closely with the Head of Communications, including
 - writing pieces to interpret and disseminate research for a range of media and audiences
 - representing Theos at conferences, debates, events and committees – and on occasion to the media
 - motivating and empowering the research team to also engage in the interpretation and dissemination of research
 - proactively building relationships with strategic audiences, including through input into and support at Theos events, working with the Operations and Events Manager
- Support the Director of Theos to prepare and submit well-considered grant applications for research projects
- Conduct monthly 1-2-1 meetings and annual PDRs to manage, support and motivate direct reports and create a working environment in which staff can flourish
- Adhere to Theos’ and Bible Society’s policies and standards in all your work
- Carry out ad hoc duties, which may be required to ensure Theos maintains its effectiveness
- Participate fully in the corporate life of Theos and Bible Society, by attending monthly All Staff Meetings in Swindon, when feasible, and departmental meetings as required
- A Masters level or higher-level degree in an area of relevance to the work of Theos (politics, religious studies, sociology, theology) – or near completion of such a qualification
- High levels of theological and biblical literacy
- Proven experience of creating and implementing a research strategy – and desirable experience of contributing to organisational-level strategy
- Proven experience of commissioning, managing and delivering research, ideally with of both qualitative and quantitative research methods
- Familiarity with a variety of church networks and their activities as well as confidence and credibility working with church-based funders and clients

Qualifications, experience, knowledge and skills:

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- Proven experience of networking, initiating and sustaining relationships of trust and respect
- Proven performance management experience, motivating, supporting and developing staff
- Developed understanding of the public debate and public theology within that debate – with a wide-ranging intellectual curiosity and engagement in following relevant thinkers and trends
- Ability to engage and communicate sensitively and effectively across audiences of belief and non-belief
- Excellent communication skills – both oral and written – with the ability to write and speak in such a way as to communicate with a wide variety of stakeholders
- High attention to detail, both when editing Theos’ research reports and providing additional content for the widest possible dissemination of research
- Proven ability to manage multiple research projects efficiently and to build positive working relationships with colleagues and stakeholders, delivering projects on time and budget
- High level of initiative and ability to think quickly and respond effectively
- Passion and vision for the work of Theos, as part of the work of Bible Society
- Demonstrates a character for leadership, teamwork and followership, as well as the organisational values of integrity, intelligence, interaction and inspiration – see below

Personal attributes

We hire for character

As well as recruiting for talent, experience and expertise, Bible Society is also very interested in the character of its staff and would want to know how you demonstrate the following:

Character for leadership

You will be self-aware and know what it takes to connect well with others. This will enable you to inspire, challenge and support others such that you see your direct reports flourish and achieve defined outcomes.

Character for teamwork

You will demonstrate strong interpersonal skills, loyalty to and respect for colleagues, and a collaborative style of solving problems through a shared sense of common mission and purpose.

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Character for followership

You will recognise the organisational structure, vision and mission and will constructively and proactively support this structure to operate effectively.

Vision, mission values and spirituality

At the heart of Bible Society is a commitment to our vision and mission. This is expressed through our four core values of integrity, intelligence, interaction and inspiration.

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