



Research Officer

The Prison Reform Trust is an equal opportunities employer. We don't discriminate on the basis of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership and pregnancy and maternity.

We are serious about ensuring we have a diverse workforce which reflects the arena we are working in. We welcome applications from all who can meet the person specification, and particularly from those with an ethnic minority background, and in addition from those with direct experience of the criminal justice system

Job Title: Research Officer, Building Futures

This is a new job, within a new team. The contract is for a fixed-term of 5-years. The role will be based at the Prison Reform Trust office in London, with some travel. The job is full-time but other arrangements may be considered. Terms and conditions are attached separately.

Building Futures

The Building Futures 5-year project is supported by the National Lottery Community Fund, and concerns the way of life for very long sentenced prisoners. The Prison Reform Trust wants to listen to long-term prisoners and empower them to have a strategic influence over how the prison service responds to the challenge of a much larger number of people who will be serving 10 years or more inside.

Responsibilities:

- Liaise and work with Prison Reform Trust departments, such as the Research, Prison Engagement and Policy & Communications teams, and with other commissioned researchers
- Contribute to research design (topics, methods)
- Conduct desk research (reviews of literature)
- Gather relevant data from trusted sources (Government, voluntary sector)
- Help to create data gathering instruments
- Arrange and conduct interviews
- Transcribe interviews and summarise themes
- Analyse data
- Prepare rough drafts based on data

- Provide graphs and charts to present data
- Help to identify findings
- Author/co-author Prison Reform Trust research reports and other materials for the Building Futures project
- Contribute to the dissemination of Building Futures material

Other PRT duties

Contribute as a full member of PRT staff (in team meetings)

Conduct desk research to prepare for Government consultations (as arise from programme focus)

Work with other Prison Reform Trust departments, including Prisoner Engagement and the Advice & Information Service

Person specification

The person we are looking for will be expected to demonstrate a number of characteristics and abilities, including intellectual rigor and curiosity, and the gift of bringing an argument to life with trustworthy, thorough and innovative research.

Essential:

- A personal commitment to prison reform
- An M.A. in criminology or related fields
- Competency in both qualitative and quantitative analysis
- Experience in preparing research reports and other materials
- Ability to handle and use data to best effect
- Proven ability to write clearly and simply
- An approachable and non-judgmental style
- Ability to communicate with different audiences

Desirable:

- A research focus on prisons and people in prison

Prison Reform Trust
15 Northburgh Street
London EC1V 0JR

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