

Research Officer

Applications

The Prison Reform Trust is an equal opportunities employer. We also have a fair and inclusive culture and seek to reflect the diversity in prisons and the people we represent.

If you meet the person specification, we encourage you to apply, and particularly welcome applications from those with Black, Asian, and Ethnic Minority backgrounds.

We also welcome applications from anyone who may have direct experience of prison, or who has a criminal record.

Application

- **Please send a CV (maximum 2 sides) and a covering letter (maximum 1,000 words) *outlining how you meet the person specification below.***
- **We also ask for a completed *monitoring form.***

Please send your completed applications, adhering to the deadline of Monday 17th December 2018 at 4:00pm, to amy@prisonreformtrust.org.uk,

(Important: the email subject box should read 'Application-Research')

You may also post your application to: Amy Brownrigg, Prison Reform Trust, 15, Northburgh Street, London EC1V 0JR

If you have any questions please contact sam@prisonreformtrust.org.uk or telephone Sam O'Sullivan 020 7251 5070

Shortlisted candidates will be invited to attend the PRT offices for interview, on Wednesday 9th January 2019

Supervision

Your work will be organised in consultation with the Head of Research at the Prison Reform Trust.

Responsibilities

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
Co-author Prison Reform Trust research reports
Contribute to the dissemination of PRT reports

Other PRT duties

Contribute as a full member of PRT staff (in team meetings)
Conduct desk research to prepare for Government consultations (occasional)
Support research in other PRT departments, including the Prisoner Policy Network

Person specification

- An M.A. in criminology or related fields
- Competency in both qualitative and quantitative analysis
- Experience in preparing research reports
- Proven ability to write clearly and simply
- A research focus on prisons and people in prison
- A personal commitment to prison reform
- An approachable and non-judgmental style
- Ability to communicate with different audiences

The post is based in London, requires some travel, and includes visits to prisons.