

# Research Assistant

Job application  
pack

May 2023

# Thank you for considering a role at REUK

“At Refugee Education UK (REUK), we’re all about equipping young refugees to build positive futures by thriving in education.

“As we endeavour to build a kind and competent team, we recognise that a candidate’s previous experiences, exam grades and job titles are not the full picture and therefore consider the impact of the context in which a candidate has worked or studied. We are committed to tackling the barriers which prevent people from accessing and enjoying equal opportunities and are doing our best to become a more actively anti-racist organisation.

“Please read on to find out more about this particular role and do [get in touch with our team](#) if you’d like to chat things over before applying.

“Thank you for your interest in joining our team.”

Catherine Gladwell, CEO

# Key details

Job title	Research Assistant
Hours	Part time, 3 days per week
Salary	£26,775 (Band D) pro rata
Contract	June 2023 - June 2024 (extension subject to need and funding)
Location	Oxford, with travel to London and Nottingham
Closing date	5pm on 07 June 2023
How to apply	See page 18. (Please ensure that you have fully read this applicant pack before applying.)
Other essential information	<p><b>Please note that you must have the right to work in the UK and/or a visa that allows you to work in the UK for the duration of this contract.</b></p> <p>As the role involves regular contact with children and vulnerable young people and their data, the successful candidate will have to undertake a <b>DBS check</b> and all those invited to interview will be required to complete a self disclosure.</p>

# An introduction to REUK

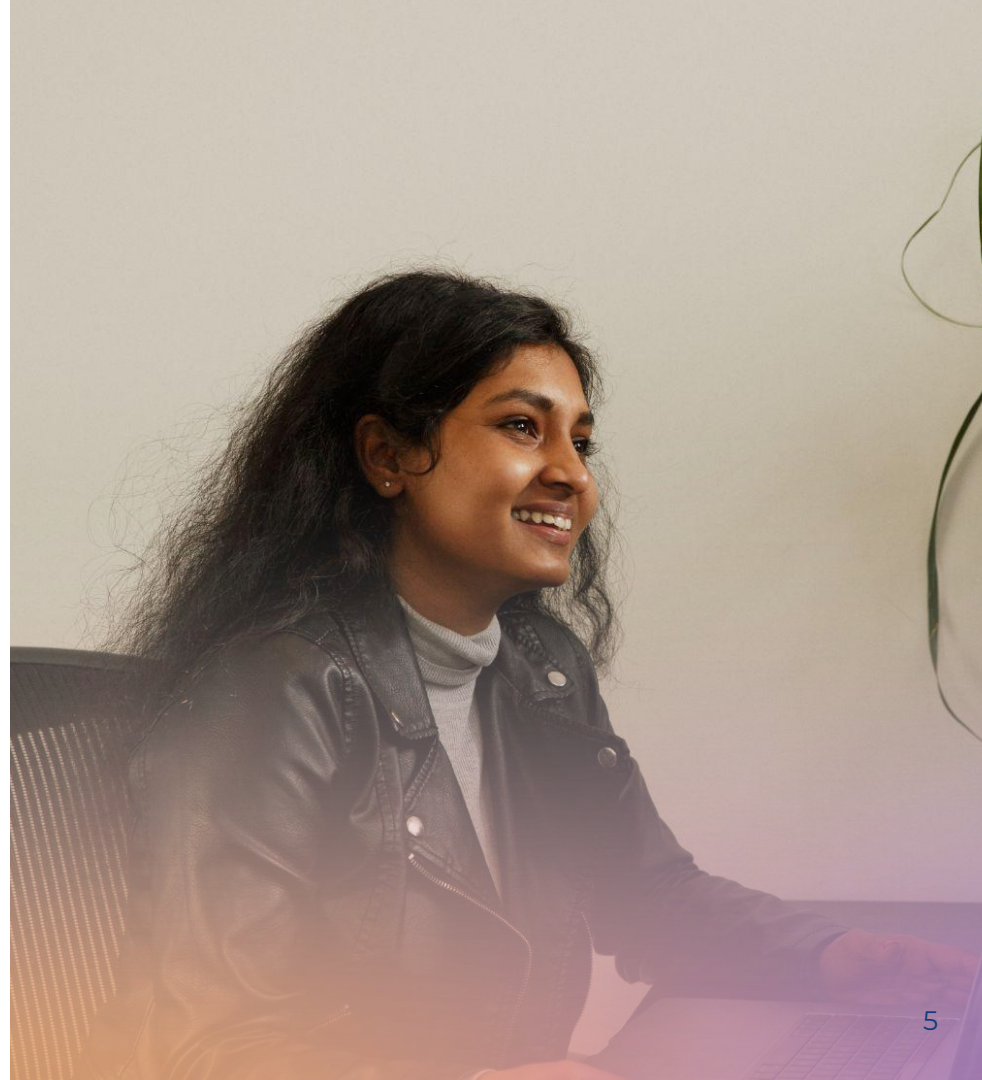
An overview of  
REUK's work,  
ethos and values

# Our mission

At [Refugee Education UK](#) we are working towards a world where all refugee children and young people (including those still seeking asylum) can access education, thrive in education, and use that education to create a hopeful, brighter future.

Our work is structured around three key goals:

- **Facilitating access:** All refugee and asylum-seeking children and young people are able to access an appropriate level of education from primary through to tertiary education;
- **Improving outcomes:** All refugee and asylum-seeking children and young people thrive in education, reaching their academic potential and experiencing high levels of psychosocial wellbeing;
- **Ensuring impact:** All refugee and asylum-seeking young people, and the communities they are part of (both countries of origin and host countries) benefit from the investment in education.



# Our work

Through our direct work with 14-25 year olds, we provide timely and accurate advice, support and advocacy about access to all levels of education; match young refugees with volunteer educational mentors to help them reach their academic goals; provide holistic casework and wellbeing support to those who are struggling; and train young leaders to be the change they want to see in the world.

Our capacity-building work with schools, colleges, universities, local authorities and voluntary sector organisations helps to embed change and amplify good practice, and our research examines refugee education globally, contributing to the evidence base on what does, and doesn't, work.

# Our ethos

REUK was started as a small, local project in north west London by a group of volunteers from a local church who believed that one of the practical outworkings of the Christian faith is to welcome, dignify and support those who have been displaced.

Today, as a medium-sized national charity, we remain committed to the importance and relevance of our Christian ethos in our our values, behaviours and decision-making.

We respect the role of faith in people's lives and enjoy learning from the wide range of beliefs and religious backgrounds represented by our diverse staff team. We work indiscriminately with young refugees from all faith backgrounds and none.

# Our values

Our team is united around the values which underpin our work:

## **A foundation of hope**

We have a deeply held belief in hope – in good times and in bad - and invest in education as a practical demonstration of our belief in the potential for hopeful futures.

## **Valuing the individual**

We believe that each person is precious and should be treated with kindness and dignity. We honour and respect everyone we work with – young people, colleagues and other professionals - and practice self care within our team, doing our best to work from place of rest and peace.

## **Changing the landscape**

We know that structural change is needed. Together with the young people we work with, and have worked with, we conduct research, make policy recommendations and train others – in the hope that one day our work will no longer be needed.





# About the Research Assistant role

Role outcomes  
and person  
specification



# Role background and purpose

At REUK, we have a rapidly growing portfolio of research on refugee education issues in the UK and globally. We carry out high quality, rigorous, ethical and bold research that brings about change in our own programmes and positively influences refugee education policy, practice and funding.

Over the last year, REUK has scaled its work with a key university partner, the University of Nottingham. In partnership with Prof [Joanna McIntyre](#) we have embarked on a 12 month research study on refugee education in Oxford and Nottingham.

**The role of the Research Assistant will be to provide high quality contributions to this research initiative, as well as other related research projects, as the need arises. The successful applicant will have lived experience of forced migration.**

As this role will be based in Oxford, we are joining together with the University of Oxford's Refugee-Led Research Hub (RLRH) to create the first REUK-RLRH fellowship position. This means that the postholder will also receive periodic support from the RLRH team and community.



UNIVERSITY OF OXFORD

**REFUGEE-LED  
RESEARCH HUB**

# Job description

We value the way in which a person works just as much as the actual work they do. As the post holder seeks to deliver the role's objectives, we would expect them to do so in a way that aligns with our organisational ethos and values, reflecting and developing the core competencies (see below) that we look for in all team members, irrespective of role. These are:

- **Character and values:** we look for team members of integrity, who are values- and mission-led and willing and able to work inline with our organisational ethos.
- **Personal working style:** we seek out motivated people who always aspire to do their work to the best of their ability while also recognising their own limitations and demonstrating a commitment to self care. We look for team members who balance confident and independent decision-making with self-awareness and a willingness to ask questions and seek input from others.
- **Team working:** we look for staff who want to be part of developing an organisational culture in which team members respect and look out for each other, communicate clearly and kindly, work in line with the policies and practices which support our shared endeavour and demonstrate a willingness to give and receive constructive feedback so that all team members can develop and flourish in their work.

**As the Research Assistant, you will be responsible for three job objectives:**

# Role objective 1

To gather and analyse data which enables the research study in Nottingham and Oxford to be completed to a high standard

## To this end, key responsibilities include

- Supporting REUK's Research Manager and The University of Nottingham's Professor Joanna McIntyre with all aspects of the research. This is likely to include:
  - Supporting the design of the research
  - Undertaking interviews and focus groups with refugee and asylum-seeking young people in Oxford and Nottingham
  - Engaging with advisory groups in Oxford and Nottingham, including representatives from local government, the education sector, and the refugee sector
  - Coding and analysing qualitative data
  - Ensuring all research is conducted to excellent ethical standards
  - Producing contributions to written reports

# Role objective 2

To make high quality contributions to REUK's broader research work

## To this end, key responsibilities include

- Contributing to research project work, as directed by REUK's Research Manager, such as by carrying out literature reviews, primary and secondary data collection, conducting basic data analysis
- Supporting the continued development of REUK's approach to peer research through meaningfully engaging refugee and asylum-seeking young people in all aspects of the research process
- Shaping REUK's research ethics approach, helping to position refugees' and asylum seekers' wellbeing at the centre of our research considerations

# Role objective 3

To support the sharing of findings to a range of audiences

## To this end, key responsibilities include

- Drafting research products for a range of stakeholders, ensuring findings reach research participants – including youth-friendly reports, social media and digital content
- Delivering research presentations to a variety of audiences, such as research participants, Refugee Education UK colleagues and external partners

# Person specification (required competencies)

Although each role requires particular competencies (see 4 below), we seek staff members - irrespective of role - who are willing and able to demonstrate core competencies related to 1) character and values, 2) personal working style and 3) team working.

## 1) Character and values

- **Integrity:** Earns trust, maintains confidences, speaks plainly, truthfully and kindly, takes responsibility and apologises for their mistakes and demonstrates humble confidence.
- **Values-led:** Is able to articulate their own values and is aligned with REUK's values (a foundation of hope, valuing the individual and changing the landscape).
- **Willing and able to work inline with REUK's Christian ethos:** Whether Christian or not, understands and engages with the importance and relevance of REUK's Christian ethos in our values, behaviours and decision-making.
- **Mission-driven:** Is committed to and motivated by REUK's mission of enabling young refugees to build positive futures by thriving in education, seeking to ensure that young people's perspectives are heard and valued.
- **Stewardship:** appreciates and honours the mission and resources that have been entrusted to our team, seeking to be wise and generous stewards of our time, money, gifts and skills.

## 2) Personal working style

- **Self care:** recognises their limitations and has developed and practices effective self care to avoid burnout, including the ability to maintain appropriate boundaries in order to keep workload at a sustainable level.
- **Self management and prioritisation:** plans their time well, displays flexibility and prioritises wisely when juggling competing tasks, deadlines and work streams, manages high pressure situations and maintains attention to detail while keeping sight of the bigger picture.
- **Self-awareness:** Works well independently, asks appropriate questions to make evidence-informed decisions and is confident to make such decisions on their own whilst recognising when it is appropriate to seek advice, input and/or support from others.
- **Motivation:** committed to excellence and seeking to work to the best of their ability for the benefit of REUK and those we serve.

## 3) Team working

- **Contributes to a kind, other-focussed organisational culture** by taking time to build relationships with colleagues, speaking affirmingly of others, being helpful, kind, generous and sensitive to their needs, celebrating and enjoying life together, and participating actively in relevant meetings.
- **Communication skills:** Communicates clearly, appropriately, promptly and warmly - both verbally and in writing.
- **Cultural competency:** Is sensitive to cultural differences and behaves respectfully and appropriately in a multicultural team.
- **Willing and able to work in line with REUK's brand and our policies and procedures,** including safeguarding, EDI (equality, diversity and inclusion) and data protection.
- **Ability (or willingness to learn how) to use the technology required for effective team working,** including email, online meeting forums, shared calendars and drives and case management tools.
- **Mutual coachability:** Gives and receives constructive feedback kindly, calmly, honestly and humbly, demonstrating a willingness to learn and grow personally and to invest in the development of others.

## 4) Role-specific competencies

### Research

- Demonstrates an active interest in pursuing a career in research with vulnerable populations
- Able to show contributions to research projects in the past, including through studies (such as projects at school/college/university) and/or professional work (such as working as a researcher on research projects)
- Demonstrates skills and qualities needed to conduct primary data collection (such as interviews or focus group discussions) with vulnerable children and young people
- Good critical thinking and analysis skills, interested in finding meaning and patterns in data and evidence
- An ability to deal promptly and calmly with safeguarding concerns as they arise and to follow REUK's child protection and safeguarding processes accurately

### Communication

- Good verbal communication skills - able to communicate warmly and professionally in English with a range of stakeholders from young people to policy makers
- Ability to communicate in at least one language commonly spoken by refugee and asylum-seeking groups, such as Pashto, Dari, Ukrainian, Arabic, Farsi, Tigrinya
- Good writing skills – able to present research findings in written form (such as in reports, blogs, evidence briefs)

### Knowledge and lived experience

- A strong understanding of the key issues in refugee education, both in the UK and internationally
- Respects and is inspired by the uniqueness of individual young people and shows commitment to their perspectives being heard
- Has lived experience of forced migration
- *Knowledge of the UK education system (desirable)*



# Terms and conditions and how to apply

# Equality, inclusion and representation

We are an equal opportunities employer and we want **all** staff members, in spite of their differences, to know that they are welcomed, respected and included at REUK, able to do their jobs free of discrimination.

## Increasing lived experience and racial diversity

At REUK we work with young people from forced migration backgrounds, the majority of whom are not white and have experienced racism.

We recognise the positive impacts for young people of engaging with professionals who represent them, both in terms of relevant lived experience and racial identity. Furthermore, we recognise the wider benefits of this diversity to REUK and want to play our part in addressing racial injustice within our sphere of influence.

Therefore, another key priority in our recruitment decision-making - in addition to our overarching goal of employing kind and competent people with integrity - is to increase the number of non-white staff and those with lived experience of forced migration and/or lived experience of navigating the educational and wellbeing barriers regularly faced by the young people we serve.

## Promoting equality and inclusion in our recruitment processes

As we endeavour to build a kind and competent team which better represents the young people we serve, both in terms of lived experience of forced migration and racial diversity, we recognise that not everyone will have had equal opportunities to access and thrive in prior education and employment and that exam grades and previous job titles are not therefore the full picture. We are committed to breaking down barriers to inclusion by making our recruitment processes as accessible and equitable as possible, including by involving a diverse range of perspectives in shortlisting, progressing as many people as possible to face-to-face interviews and offering appropriate on-the-job training and support to new joiners.

If you require reasonable adjustments in order to carry out the role or attend an interview at REUK due to a disability, caring responsibilities or any other reason, please give details in your cover letter or get in touch with Amy Ashlee, Research Manager ([jobs@reuk.org](mailto:jobs@reuk.org)) to discuss further. Please also contact Amy if you would like to discuss your suitability for the role before applying.



## Terms and conditions

The role is **part time** (3 days per week) but we are happy to consider candidates with a preference for working 2.5 days. The role should be based in Oxford, with travel to Nottingham for research, and occasionally to London. All approved research travel costs will be covered by REUK.

The salary is £26,775 pro rata and the package also includes **25 days' leave (pro rata) and a pension.**

As the role involves regular contact with children and vulnerable young people and their data, the successful candidate will have to undertake a **DBS check** and all those invited to interview will be required to complete a self disclosure.

## How to apply

**We are welcoming applications from people with lived experience of forced displacement.**

Apply by submitting a cover letter (no more than one A4 page) and CV to Amy at [jobs@reuk.org](mailto:jobs@reuk.org) by 5pm on Wednesday 07 June 2023. Your cover letter should include:

1. Why you would like to work at REUK generally and this role specifically;
2. Why you think your skills and experience make you a good candidate for this role;
3. When you could start the job if you were to be offered it (and how many days per week you would like to work).

Applicants will be required to complete a task in advance of an interview and references will be taken up prior to appointment. **Please note that you must have the right to work in the UK and/or a visa that allows you to work in the UK for the duration of this contract.**



# Refugee Education UK