



Fighting for single parents and their children

Research Manager

Job specification



Gingerbread, the charity for single parent families, is registered in England and Wales as a company limited by guarantee, no. 402748, and a registered charity, no. 230750.

Welcome



Victoria Benson
CEO, Gingerbread

Thank you for your interest in joining the Gingerbread team. This is an exciting opportunity to join a passionate and inclusive organisation making a real difference to single-parent families across England and Wales.

This pack will tell you more about our charity. It includes details of the role you're interested in, how to submit your application and some background information about our history and the work we're doing today.

Gingerbread is the charity for single parents. If you take the next step of your career with us, you'll be joining a small team who punch above our weight in the impact we deliver. We challenge discrimination, and campaign against the inequalities single parents face. We support single parents by providing them with expert advice and information. And we build connections – providing a support network so that no single parent is ever alone.

There are over 1.8 million single parents in England and Wales. Although the majority of them are working, they're twice as likely to live in poverty as couple parents. And too many single parents experience loneliness, worry and the impact of negative stereotypes in the media and wider society. Gingerbread is leading the fight to create a society where all single parents and their children can thrive. We hope you'll consider joining us.

As you'd expect, we're a family-friendly charity. We offer a supportive team culture and good work-life balance, while delivering impressive results. As a single parent myself, I know how difficult (and rewarding) it can be to be part of a single-parent family. I am passionate about the work we do, as are all the team.

We'd be delighted to discuss this role with you so please get in touch by emailing recruitment@gingerbread.org.uk if you'd like any more information. We look forward to hearing from you.

A handwritten signature in black ink that reads "Victoria Benson".

What Gingerbread does

Gingerbread has supported and championed single parents since 1918. Originally called the National Council for the Unmarried Mother and her Child, we've worked for over 100 years to make sure that single parents are not forgotten.

Our campaigns have led to changes in the law. We've influenced the government and challenged stigma and stereotypes. Our expert advice and information help tens of thousands of single parents every year.

Through our policy work, we ensure that our members' concerns and experiences are taken to the heart of Westminster and our in-person and online communities can be found across England and Wales, providing support and friendship to thousands of single parents and their children.

In 2022, we launched our **latest strategy** with a focus on improving the financial situation and the mental health and wellbeing of single parents.

Our vision

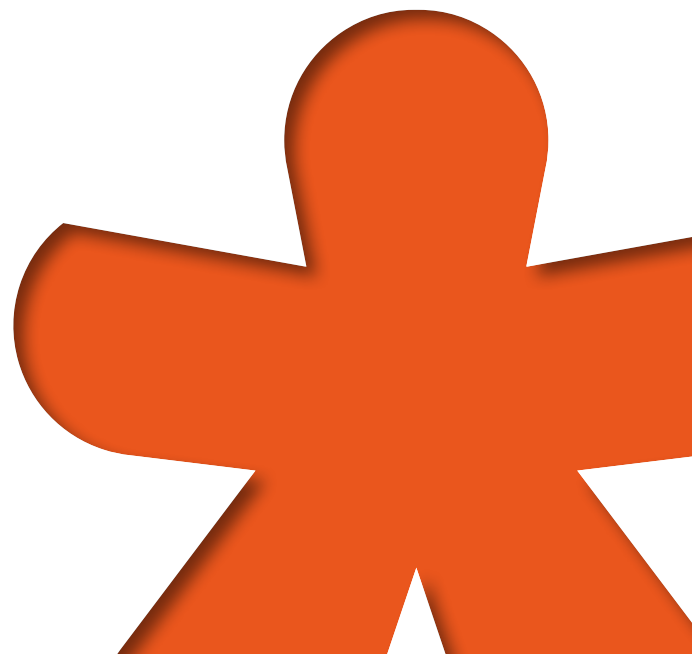
All single parents and their children thrive.

Our mission

We stand with and support single parents to overcome disadvantage, inequality and injustice.

Our values

- **To be brave**
- **To be inclusive**
- **To be trustworthy**
- **To be supportive**
- **To be ambitious**



Working with Gingerbread



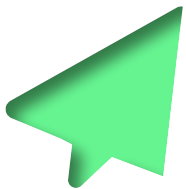
Where we work

Gingerbread's office is based in Kentish Town, London; however, our work spans across England and Wales.

Our address is:

Unit B, Mary Brancker House,
54-74 Holmes Road,
Kentish Town, NW5 3AQ

We currently operate a hybrid working environment and support applications from those wishing to work remotely.

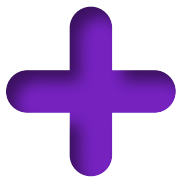


When we work

Staff can work between 7.30 am and 7.30 pm; agreeing a schedule with their Line manager. Most full-time roles are for 35 hours per week, however, some of our teamwork non-standard hours or part-time.

We would also consider other requests for flexible work patterns.

Gingerbread welcomes flexible working requests from day one and has a Flexible Working Policy in place to support the team. While we cannot guarantee that all requests will be approved, we can ensure that they are all carefully considered.



Equal opportunities

Gingerbread wishes to actively encourage applicants from diverse backgrounds, including underrepresented communities and single parents.

To help us monitor the effectiveness of our recruitment, please complete a diversity and equality questionnaire on **MS Forms**. This data is completely anonymous, is stored confidentially by our HR department and will not be seen by the selection panel.

What we can offer you

We offer our staff a wide range of health, wellbeing, lifestyle and financial benefits.

Working culture

- A welcoming and supportive workplace
- Open to flexible working requests from day one to support work-life balance
- Free tea and coffee available in the office
- Training and development opportunities
- Two charity days a year to volunteer with an organisation of your choice
- Be part of a team making a difference for single parents across England and Wales.

Money

- A competitive salary that is annually reviewed
- Workplace pension with Aegon (Gingerbread makes a 5% contribution)
- Matched pension increase (up to 2%)
- Interest-free season ticket loan up to £10,000
- Death-in-Service benefit
- Income protection insurance.

Time off work

- Generous annual leave allowance of 28 days plus bank holidays
- Office closure between Christmas and New Year
- An extra day's leave after two years' service
- Day off on your birthday
- Able to buy or sell up to five days of annual leave a year.

Health and lifestyle

- Employee Assistance Programme (Employee advice line and discounts/promotions from leading name brands, restaurants and cinemas)
- Cycle to work scheme to help you buy a bike
- Eye tests and contribution to glasses needed for your job
- Technology loan scheme
- Critical illness cover.

What we can offer you

We are trialing a 4-day week!

Gingerbread is excited to announce that we are trialling a 4-day week until March 2024, with the office closed on Fridays. To maintain essential services, we have reduced our working hours to 30 per week, down from 35 hours per week.

Feedback from single parents to our advice service, alongside our policy research, shows that flexible work is incredibly important to single parents.

Gingerbread employs a number of single parents, and it is important that we lead the way in supporting them and all of our colleagues to thrive at work.

Evidence shows that a 4-day week is good for employers and employees. We want our staff to be happy and able to strike a positive work-life balance. The 4-day week will allow us to do that with no expected loss in productivity.

We know that the Gingerbread advice service is a lifeline to many single parents and it is essential to note that there will be no loss in service - in fact, our advice service will operate for more hours, allowing Gingerbread to continue to offer expert help and advice to single parents at times that work for them.

Our preparation for a 4-day week

We have not embarked on this trial lightly with a considerable planning period before the trial's launch. We met with other not-for-profits who took part in the 2022 pilot to develop a suite of tools that will allow us to monitor the impact of the trial on the organisation, including on staff productivity and wellbeing, and make changes during the trial to maximise its success. We have also produced guidance for managers so they feel able to support their teams and we have set up a working group so that staff can feed into how the trial is run.

What will we do if the 4-day week trial ends?

We will return to a full-time post being 35 hours per week (the rest of the roles will return to their pre-trial hours).

We will continue to be flexible and welcome flexible working requests so staff can ensure the hours work for them.

How to apply



To apply, please submit your CV and a cover letter detailing how you meet the person's specification to [**recruitment@gingerbread.org.uk**](mailto:recruitment@gingerbread.org.uk).

Candidates are welcome to demonstrate their ability to match the person specification by expanding on how their experience, training and/or qualifications might have provided them with the knowledge or skills required for the role. Successful candidates will be appointed on merit.

If you have any questions about your application or the application process, please contact the HR team:
[**recruitment@gingerbread.org.uk**](mailto:recruitment@gingerbread.org.uk)

We would like to take this opportunity to remind you that you will require an existing right to work in the UK for us to progress your application.

We strongly recommend you look through the Gingerbread website before starting the application form.



Job description

Job title Research Manager	
Hours:	28 hours per week (24 under the 4-day week trial)
Salary:	£32,800 pa (£41,000 full time equivalent)
Based at:	Hybrid
Reports to:	Head of Policy & Campaigns
Job purpose	
<p>Gingerbread has a long history of delivering high-quality and respected research on the experiences of single parents. We are looking for someone with a strong research background who will work to develop our evidence base for our policy campaigns activity. The key way they will do this is by managing several research programmes simultaneously so that we are gathering robust primary research to support our work. They will also source, analyse and report on existing data and research to ensure we draw on the latest evidence. We would also want them to develop relationships with key researchers in relevant fields, to help ensure we're bringing in the latest academic research to inform our work.</p> <p>They will also project manage with support from the Head of Policy & Campaigns and Head of Marketing & Communications, a significant research project looking at the stigma around single parents and reframing public narratives.</p>	
Key responsibilities	
Role Specific	<ul style="list-style-type: none"> • Design, manage and deliver multiple research projects. This includes liaising with funders, managing researchers and/or research partners, and ensuring that work is delivered to time and quality expectations and within budget. • Working with the CEO, the Head of Policy and Campaigns and the Head of Communications to scope out and commission a multi-year research and development project • Proactively engage with colleagues to ensure that our policy and campaigns activity is underpinned by robust research evidence and achieves impact. • Develop and maintain key relationships with academics and researchers to ensure we are up to date with the latest research to use in our work, to ensure effective dissemination and use of our research and to develop partnerships for future research projects • Ensure we are mining and using relevant existing data from Government and other official sources as well as keeping up to date with new and emerging research • Lead the production of high-quality research and policy reports • Represent Gingerbread with key stakeholders – including national and local government, trusts and foundations, providers, and other research centres and think tanks. • Support income generation. • In collaboration with the Head of Policy & Campaigns, support the development and training of the wider team. • Contribute to the Policy & Campaigns team's wider agenda of influencing policy.
Corporate	<ul style="list-style-type: none"> • To take a flexible approach to work and duties within an appropriate level of responsibility, carrying out other duties as directed by the Senior Management Team • To actively contribute to organisational cohesion, encouraging cross-team working and a problem-solving approach • To work in line with Gingerbread's values and Code of Conduct • To take personal responsibility and ensure compliance with corporate policies, including safeguarding, confidentiality, health and safety, data protection and risk management. • To support a digital-first and collaborative approach to all work • To champion and promote equality and diversity in your work area and the broader organisation.

Person specification

Criteria	To be assessed via application	To be assessed at interview
Experience		
Proven track record in delivering research projects within budget to meet funders' requirements, including time and quality expectations.	✓	✓
Qualifications, training, skills and abilities		
Well-developed skills in designing, managing and delivering research projects, including effective and efficient resource allocation.	✓	✓
Strong organisational and planning skills to ensure work is effectively prioritised to meet deadlines.	✓	
Ability to develop and utilise appropriate quantitative or qualitative methods and tools to support high-quality research and analysis.	✓	✓
Ability to work under their own initiative with a proactive approach to problem-solving.	✓	
Well-developed communication and interpersonal skills with the ability to engage a range of audiences, stakeholders, funders and partners.	✓	
Proven skills in writing for and speaking to a range of audiences to ensure impact.	✓	
Knowledge/understanding		
A qualification in a relevant subject or evidence of equivalent research and analysis experience.	✓	
Understanding and application of a range of research and evaluation methodologies and methods.	✓	✓
Desirable		
Experience using engagement, participation or coproduction techniques to develop policy		✓
Experience in developing research proposals for funders and a proven track record of securing funding.		✓

Person specification

Criteria	To be assessed via application	To be assessed at interview
Corporate		
A commitment to the work of Gingerbread and to improving the lives of the UK's 1.8 million single parent families.	✓	✓
Able to work confidentially in a digital office, including standard Microsoft Office software packages and CRM bases and identifying opportunities to use digital to improve efficiency.	✓	
Highly developed understanding of the principles of equality, diversity and inclusion and how it affects the organisation.		✓