

Job Description

Research Coordinator

PD1907



Role Details

Reports to: Head of Strategic Partnerships & Research

Location: City of London (from September 2019) with occasional overseas travel

Hours: Full time. 35 hours a week, 9am to 5 pm, Monday to Friday

Salary: £42,726 p.a. pro-rata

Contract type: Maternity cover (12 months)

Closing date: 25th August 2019



Our vision and mission

Our vision is of a world in which working horses, donkeys and mules are free from suffering. Our mission is to transform the lives of vulnerable working horses, donkeys and mules around the world. We relieve their immediate suffering and create lasting change by working with people, communities and organisations.

About Brooke

Brooke is an international animal welfare charity working to improve the lives of working horses, donkeys, mules and the people who depend on them.

We reach over 2 million working animals across Africa, Asia, Latin America and the Middle East. Our staff include vets, animal welfare experts and advocacy and development specialists.

Our aim is to equip local people with the knowledge and skills to give their horse, donkey or mule a better life.

Our Values

We are proud to be Brooke. We are resourceful, share new ideas and help each other succeed. Together we make change happen.

The organisation is entering an exciting new phase focused on strengthening linkages with human development priorities to ensure greater sustainable impact for both animals and people. Brooke's recently refreshed Theory of Change recognises the critical role to be played by effective systems in which working equine animals and their owner find themselves. The organisation is learning from experience, developing new systems and realigning its position within the animal welfare and human development sectors.

The Programme Directorate includes all programme work worldwide (represented by the international senior leadership team) and defines for Brooke the work to be done with the resources it has, mindful of the ever-evolving context in which our work takes place. We intend to extend our reach through effective working and partnering and promote and communicate the work effectively for advocacy and fund raising purposes.

Purpose of Role

Currently Brooke has two Research Coordinators. Research is an integral part of Brooke's work, contributing to a robust evidence base through identifying and resolving research questions that address the most important issues faced by the animals and their owners every day. Brooke research results in more effective programming for working equids and communities, including evidencing advocacy and policy asks.

Alongside the other Research Coordinator, this role:

- Acts as Brooke's International Research Group's co-chair; this Group brings together expertise, coordination and communication, and curates a common vision of research that is shared globally throughout the organisation. It has international representation and is the main vehicle for research support at Brooke.
- Is responsible for ensuring that employees throughout the international offices are able to access support for research projects and for providing strategic oversight for organisational research.
- Is responsible for leading specific projects that create resources to enable effective, robust and strategic research.
- Is responsible for aligning Brooke's research with the external academic environment, understanding current trends, providing support to others in the organisation who are interacting with external academic actors and ensuring Brooke's research is widely disseminated, celebrated and recognised.

The post holder will have a background in animal welfare, research and have experience in working with interdisciplinary teams. Reflecting Brooke's values, they will draw on a large network and inspire confidence in the organisation in order to co-ordinate and collaborate across Brooke internationally.

Key Responsibilities and Duties

Brooke research is conducted and results in more effective programme approaches

1. Co-chair the International Research group, including:
 - Ensuring appropriate membership and general smooth running of the group.
 - Provide strategic and technical overview for the International Research Group.
 - Maintain strategic overview of relevant research themes and external influencing factors.
 - Ensuring that the organisation's research portfolio is aligned to the refreshed theory of change, will support implementation of the global plan and will contribute to providing evidence for the assumptions inherent within the organisation's model for why change occurs.
2. Co-ordinate creation of an enabling environment for strategic research questions to be identified and answered:

- Provide strategic and logistic support for Brooke staff in design, execution, analysis, interpretation and dissemination of research studies throughout the organisation within agreed Brooke research protocols.
 - Support the formation of research partnerships with external stakeholders.
 - Ensure that all relevant internal and external stakeholders are involved in research projects.
3. Development and delivery of appropriate resources, frameworks and capacity-building activities that address gaps identified through the International Research Group.

Brooke is evidence-based because it uses internal and external research

1. Foster a culture of learning, enquiry and innovation across the organisation, acting as a research champion at all times.
2. Keep connected with the external academic environment, lining recent research results and methods with relevant teams throughout Brooke.
3. Work closely with external affairs, community development and animal healthcare teams to provide support as required.
4. Deliver relevant internal resources and events that support Brooke staff to integrate internal and external research into their work.
5. Work closely with Strategy and Planning Directorate to build Brooke's evidence base.

Brooke's research is widely disseminated, celebrated and recognised

1. Support Brooke staff in external dissemination of their work through a range of different formats to different audiences.
2. Co-ordinate the representation of the Brooke's research work internally and externally and strengthening Brooke's external profile in animal welfare and animal-related livelihoods at appropriate events and meetings.

General

- Follow the Brooke's equal opportunities statement which aims to clarify the value we place on diversity and steps we take to promote equality of opportunity for all.
- Perform such additional tasks as may reasonably be requested from time to time by the Line Manager.
- Adhere at all times to Brooke's policies and procedures

Person Specification

The skills, abilities, experience and knowledge outlined below provide a summary of what is required to carry out this job effectively. They also form the selection criteria on which the decision on who to appoint will be made. Please ensure that you show how you meet the criteria outlined below in your application.

Knowledge and experience		Essential	Desirable
1	A higher research qualification in a relevant animal health or welfare subject.	✓	
2	Experience of field research in a relevant subject	✓	
3	Knowledge of data collection and analysis techniques including modelling and handling quantitative data and qualitative data	✓	
4	Experience in experimental design, risk factor assessment and survey techniques	✓	
5	Experience in facilitating and leading groups with a range of backgrounds	✓	
6	Scientific publication experience and understanding of intellectual property issues	✓	
7	Experience of writing and translating scientific information to a lay audience.	✓	
7	Experience in working collaboratively as part of a multi-disciplinary team	✓	
8	Experience in working in partnership to complete research studies	✓	
9	Proven experience in stakeholder management	✓	
9	Experience in presentation and communication of research to groups with a range of backgrounds	✓	
10	Sensitivity to a range of cultures and traditions	✓	
11	Training in veterinary epidemiology /population health		✓
12	Recognised additional skills or qualifications in the areas of animal welfare science, ethics of animal use, farmer-led extension and/or community participatory methodology		✓
13	Experience of working in a developing country with limited resources		✓
14	Experience with working animals in developing countries		✓

	Skills and abilities	Essential	Desirable
1	Excellent written and spoken English	✓	
2	Ability to manage own travel and work plans	✓	
3	Excellent inter-personal skills, including tact, diplomacy, sensitivity and patience	✓	
4	Good organisational skills	✓	
5	IT: good communication and presentation skills.	✓	
6	Working knowledge of relevant foreign language(s) (Urdu, Hindi, Arabic, Amharic, Spanish, French)		✓

Our Competency Framework

Brooke's competency framework translates Brooke vision, mission and values into easily identifiable behaviours that all staff are expected to demonstrate at all times.

Competency	What it means
Self-Management	Taking responsibility for own actions, behaviours and outcomes
Learning	Taking responsibility for own learning and fostering growth and development in others
Relationship Building	Creating and maintaining harmonious and constructive working relationships with others internally and/or externally
Planning and Organising	Ensuring that time and resources are utilised to best effect for the achievement of the Brooke's goals and our mission and that others are committed to agreed courses of action
Effective Decision Making	Making clear, informed and timely decisions that lead to effective outcomes in line with the Brooke's mission
Change and Improvement	Seeking out and developing new ideas and approaches, responding positively and constructively to change and fostering a culture of continuous improvement
Collaboration and Cooperation	Working respectfully, effectively and collaboratively with others in your team, across the organisation and externally to deliver effective outcomes

Communication & Influence	Communicating clearly, concisely and compellingly in a manner that is appropriate to the audience. Engaging respectfully with others both internally and/or externally to persuade them to adopt courses of action that are in the best interests of the organisation and the animals

Employee Benefits:

Brooke has a competitive benefits package. To find out more, please visit:

<https://www.thebrooke.org/about-brooke/jobs/employee-benefits>

If you wish to get in touch with us, please contact HR at recruit@thebrooke.org