

# PLAN INTERNATIONAL UK JOB PROFILE

<b>Job Title</b>	'Real Choices, Real Lives' Cohort Research Manager
<b>Department</b>	Programmes
<b>Unit</b>	Policy, Advocacy & Research
<b>Grade</b>	2
<b>Salary</b>	£47,156 per annum pro rata
<b>Contract type</b>	12 month maternity cover contract, part time, 21 hours per week
<b>Reporting to</b>	Head of Policy Advocacy and Research

## Overview of Department

Plan International UK is an independent development and humanitarian charity that advances children's rights and equality for girls. We believe in the power and potential of every child. But this is often suppressed by poverty, violence, exclusion and discrimination. And it's girls who are most affected. Working together with children, young people, our supporters and partners, we strive for a just world, tackling the root causes of the challenges facing girls and all vulnerable children. We support children's rights from birth until they reach adulthood. And we enable children to prepare for – and respond to – crises and adversity. We drive changes in practice and policy at local, national and global levels using our reach, experience and knowledge. We have been building powerful partnerships for children for 80 years, and are now active in more than 70 countries. By 2022 we want to help 100 million girls learn, lead, decide and thrive.

The 65-person Policy and Programmes Directorate supports these aims by ensuring that Plan International UK delivers the highest quality policy and programmes. This is an exciting time to join as we implement a range of ambitious plans designed to make us 'the' best among our peers. We want to be known for our expertise in girl's rights and youth, highly-competitive in Education, Economic Security, Child Protection, Sexual Reproductive Health and Rights (SRHR) and Water, Sanitation and Hygiene (WASH), and be seen as an ambitious, quickly expanding player in the humanitarian space. We constantly enhance programme quality and effectiveness, raise income from institutional donors (like the British Government), and drive change through setting and influencing policy agendas.

The Policy, Advocacy and Research Unit (PAR) is one of four Units in the Policy and Programme Directorate. It leads, creates, shapes and implements international policy, advocacy and research for the whole of Plan International UK.

The Policy, Advocacy and Research team drives change through setting and influencing policy agendas, ensuring that children and young people – particularly adolescent girls - are at the centre of international development policy.

The 'Real Choices, Real Lives' Cohort Study:

In 2006 Plan International UK began a longitudinal research study following a group of 142 girls and their families from nine countries<sup>1</sup> across three continents. The 'Real Choices, Real Lives' cohort study was initially set up to bring to life the analysis and statistics being presented in Plan's 'Because I am a Girl: The State of the World's Girls' report series, first published in 2007 but is now published in a series of stand-alone reports. The aim is to follow the lives of the girls, and

<sup>1</sup> Benin, Brazil, Cambodia, the Dominican Republic, El Salvador, Philippines, Togo, Uganda and Vietnam

their families, involved from birth until the age of 18. The information from the cohort study provides real insight into the daily experiences of girls and their families worldwide. The purpose of the study is to build a greater understanding of the challenges and opportunities that girls face as they grow up in various countries around the world. This unique dataset is gathering information on the social, economic, cultural and institutional variables that influence girls' lives and opportunities through the perspectives of girls themselves.

The analysis collected in this study is very important to Plan's wider work: firstly to inform *how* we support girls in our work and secondly the findings will also enable Plan International to develop wider recommendations for targeting gender inequality at policy and programme level.

### Job Purpose

- Manage the annual project cycle, ensuring research is high quality and delivered on schedule and leading the production of the annual report
- Deliver high quality gender research, utilising technical gender and research skills to ensure that the research is robust and ethically sound
- Build the Profile of the Study, maintaining presence and present at relevant networks and use initiative to share knowledge of the research widely
- Stakeholder and Strategy Management internally and externally

Key Deliverables	Key Activities
<b>Manage the cohort study ensuring overall annual budget, project planning and research implementation are in place.</b>	<ul style="list-style-type: none"> <li>• Plan and manage schedule for 9 country data collection schedule, including research tool review, translation, in-country workshops and ensure data is returned within deadline</li> <li>• Ensure project management plan is regularly updated and populated with key activities, outputs and events</li> <li>• Plan and manage all consultants to ensure compliance with annual schedule - in particular to recruit and provide coding and analysis support to consultants working on the cohort study throughout the year to ensure high quality and rigorous coding analysis of the cohort data</li> <li>• Plan and manage the schedule for the annual report and associated dissemination</li> <li>• Manage budget- ensure quarterly predictions are up to date and country office re-charges are submitted within schedule</li> </ul>
<b>Ensure the design and implementation of high quality and rigorous research design and implementation</b>	<ul style="list-style-type: none"> <li>• Utilise technical gender and research skills to review tools and accompanying materials</li> <li>• Supervise coding and analysis of transcripts to the highest level of quality</li> <li>• Have a good understanding of the key issues emerging from the annual data in order to set the theme for the annual report and be able to develop summaries, briefs, papers and presentations as required</li> <li>• Tailored review and re-design of the tools and methodology annually</li> <li>• Include academic advisors</li> <li>• Ensure outputs are designed and translated along with accompanying training materials to schedule</li> </ul>

<b>Ensure evidence and learning from the cohort study are shared and disseminated</b>	<ul style="list-style-type: none"> <li>• Conduct management of annual analysis of the yearly data</li> <li>• Manage the production of an external facing report which centres around a specific theme showcasing high quality and robust analysis (including management of report analysis and writing consultants)</li> <li>• Produce additional research and analysis as required</li> <li>• Ensure dissemination to key internal and external stakeholders</li> </ul>
<b>Build and support in-country capacity of the 9 country offices involved in the cohort study</b>	<ul style="list-style-type: none"> <li>• Develop clear training materials to accompany research tools</li> <li>• Ensure that country offices feel supported and confident to deliver high-quality research as part of the cohort study</li> <li>• Support country offices with in-country regional training in qualitative gender research methods where possible</li> <li>• Develop 9 internal country office reports with tailored information for each country office</li> </ul>
<b>Profile Raising: Effective networking and influencing with strategic groups and organisations</b>	<ul style="list-style-type: none"> <li>• Ensure participation at relevant gender, adolescence and research events</li> <li>• Create opportunities for alignment and partnerships</li> <li>• Create opportunities for wider dissemination of cohort study</li> <li>• Develop high quality presentations and identify potential opportunities for presenting the cohort findings and widening networks which will increase knowledge and awareness of Plan International UK's work and the cohort study</li> </ul>
<b>Other responsibilities</b>	<ul style="list-style-type: none"> <li>• Work with heads of unit and others across the organisation to implement a new strategy to support further funding and build the cohort study externally.</li> <li>• Continue to drive the strategic direction of the cohort study with internal and external stakeholders and ensure ambitious ideas are translated into actions in order to continue to increase visibility of this study whilst maintaining the highest possible quality and standards of research.</li> </ul>

<b>General</b>	<ul style="list-style-type: none"> <li>• Ensure that all activities undertaken on behalf of Plan International UK, internally or externally, are in line with the overall aims of the organisation and with policies and procedures</li> <li>• Participate in training and other activities as requested</li> </ul>
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<b>Awareness and Representation</b>	<ul style="list-style-type: none"> <li>• Commitment to Plan's position on promoting children's rights and gender equality, and integrating this into all aspects of work</li> <li>• Commitment to child safeguarding and to being confident and competent in meeting safeguarding responsibilities</li> </ul>
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<b>Level of Child Protection Responsibility</b>	Medium - awareness of child safeguarding in publications. Some field trips may be required.
<b>Level of Budgetary Responsibility</b>	Responsible for oversight of annual project and research budget.

*This is not intended to be an exhaustive list. Your job description may be subject to change.*

<b>Date Created</b>	November 2017
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# PLAN INTERNATIONAL UK PERSON SPECIFICATION

PERSONAL COMPETENCIES	
Competency Title	The successful candidate will be able to....
<b>Communicating with all stakeholders</b>	<ul style="list-style-type: none"> <li>• Communicate strong expertise on gender and social norms to a variety of audiences in clear and accessible language.</li> <li>• Use an understanding of cultural contexts to communicate effectively with a variety of stakeholders within the organisation as well as externally.</li> <li>• Use verbal and written communication skills to effectively manage external engagements with key partners and internal communications with all stakeholders</li> <li>• Network effectively and be able to build relationships at all levels</li> <li>• Effectively communicate and showcase high quality gender research and analysis</li> </ul>
<b>Working effectively and efficiently</b>	<ul style="list-style-type: none"> <li>• Work effectively across different countries, keeping within a schedule and budget.</li> <li>• Work in an innovative way in order to drive the project forward.</li> <li>• Keep up to date with key development and gender equality issues to be able to spot new opportunities as they may arise.</li> </ul>
<b>Demonstrating Plan values</b>	<ul style="list-style-type: none"> <li>• Respond positively to feedback from others, identifying mistakes and taking constructive action to ensure lessons are learnt.</li> <li>• Contribute to the development of a culture which encourages innovation and continuous improvement.</li> <li>• Actively work to ensure inclusion is part of their and their team's everyday work</li> </ul>

<b>RELEVANT EXPERIENCE</b>	
<b>The successful candidate will have experience of ....</b>	
<ul style="list-style-type: none"> <li>• Working on a qualitative gender research study</li> </ul>	
<ul style="list-style-type: none"> <li>• Implementing technical expertise in gender equality issues, particularly utilising excellent knowledge of girls' rights</li> </ul>	
<ul style="list-style-type: none"> <li>• Working with Nvivo or similar qualitative research software</li> </ul>	
<ul style="list-style-type: none"> <li>• Implementing research studies in developing country contexts</li> </ul>	
<ul style="list-style-type: none"> <li>• Working for an international development agency with good knowledge of development based initiatives</li> </ul>	
<ul style="list-style-type: none"> <li>• Project and people management (including budget) in a multi-country setting, particularly working on a research project to tight deadlines</li> </ul>	

<b>SPECIFIC SKILLS AND KNOWLEDGE</b>	
<b>The successful candidate will have the ability to....</b>	<b>The successful candidate will have knowledge of....</b>
Demonstrate an awareness of child safeguarding issues	Plan's child protection policies and an awareness of child protection issues both in the field and in publications
Combine competing priorities of annual project management with technical research skills	Technical gender and research debates, key issues, theoretical frameworks and academic studies
Ambitiously drive the strategic vision and goal of the cohort study, internally and externally	Using relevant IT programmes, in particular Nvivo or similar qualitative research analysis software s
	How to effect change and ensure compliance with strategic aims
	Gender and research, with a post-graduate degree-level qualification in these areas or a related field