Job Title: **Research Officer**

Responsible to: **Head of Operations**

Salary: **£33,661**(**pt. 23) per annum (pro rata £6,732)**

Hours: **Part-time, seven hours per week**

Location: **2 Queen’s Crescent, Glasgow. Working from home is optional.**

Contract: **Fixed term until 30 April 2024.**

# Background

Visibility Scotland, Sight Scotland, and Children in Scotland will roll out a seven-month pilot project to support children, young people and their families living with visual impairment. This pilot project will cease on 30 April 2024. The National Lottery and Blindcraft Charitable Trust fund the project.

The successful candidate will gather evidence and data to report on the current and desired health and social care services for visually impaired children, young people and their families living in Scotland.

The post holder will meet with stakeholders and the people participating in the pilot project to capture and report case studies.

Community Enterprise will evaluate the overall project. However, the Research Officer will meet regularly with Community Enterprise to ensure the evaluation captures the research collated by the Research Officer.

Day to day, you will:  
  
Work closely with key members of the Senior Management and admin team, along with colleagues from across the organisation, to determine the impact of the pilot project.

Design an evaluation framework for gathering evidence and data and provide evidence/research-based findings to share with the evaluators, Community Enterprise.

Build strong relationships with key stakeholders and service users.

Develop assets (reports, articles, blog posts, data sets) to be published to raise awareness on key themes.

Undertake the quality assurance of analysing and reporting quantitative and qualitative data.

## Person specification

### Professional skills

#### Essential

Qualified to Degree Level/SVQ Level 3 or 4.

### Experience & knowledge

#### Essential

Evidence of research experience

#### Desirable

Experience and knowledge in health and social care.

Experience and knowledge in the field of eye health.

Experience in supporting people with specific vulnerabilities.

Undertaken adult and children protection training.

### Communication skills

#### Essential

A high degree of written and verbal skills.

Ability to influence and motivate professionals.

Ability to communicate well with a wide range of people.

Good presentation/public speaking skills.

Ability to network and build links with other organisations.

Ability to work independently on own initiative.

Ability to work in a team.

### Other skills and abilities

#### Essential

Experience in data capture and evaluation techniques.

Good organisational skills with the ability to meet deadlines and prioritise work and input to project reporting.

A skilled, empathetic and non-judgmental approach.

Self-motivated and strong problem-solving skills.

IT literate and competent in the use of Microsoft Office and databases.

Experience in networking with professionals and raising awareness of services.

### Personal qualities

#### Essential

Enthusiasm and a ‘can do’ attitude.

The ability to seize opportunities, be flexible, adaptable and think creatively.

Drive and positivity.

## Additional information

* Annual leave entitlement: Pro rata 25 days’ annual leave and 12 days public holidays.
* Pension: Visibility Scotland employees are automatically entered into The Pensions Trust pension scheme, if applicable, which is a contributory scheme after three months in post.
* References: This appointment is subject to satisfactory references.
* PVG/Disclosure: This post is subject to a standard disclosure under the Police Act 1997 (Part V).
* Probationary procedures: This post is subject to a 6-month probationary period.
* Equal Opportunities:   Visibility Scotland is committed to Equal Opportunities and values a diverse workforce. We welcome applications from all candidates, whatever their age, race, nationality, religion, gender, marital status, sexual orientation, or disability.

## How to apply

Please complete our **application form** and **equal opportunities monitoring form** and return both to: [paul.hanlon@visibilityscotland.org.uk](mailto:paul.hanlon@visibilityscotland.org.uk)

**The closing date is Thursday, 26th of October at noon. Interviews are scheduled for Friday, 10 November.**

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