

Job Description

Job Title:	Research Officer (Fixed term, full time, 15 months)
Salary:	£26,000 per annum
Job Purpose:	The Research Officer (RO) is responsible for supporting key research projects being implemented by Peace Direct which aim to explore how best to support local civil society organisations in conflict and fragile countries.
Responsible to:	Head of Policy and Research

Main Responsibilities

1. In-country and desk research and analysis supporting the USAID Localworks [‘Stopping as Success’](#) (70% of time) and [‘Facilitating Financial Sustainability’](#) (20% of time) projects.
2. Helping organise in-country research and analysis workshops.
3. Ensuring that research findings are shared internally to support organisational learning and advocacy.
4. Ensuring that research findings are promoted widely on Peace Direct’s communications channels.
5. Contribute to other research projects, as required.

Key Tasks

- 1. In-country and desk research and analysis supporting the USAID Localworks [‘Stopping as Success’](#) (70% of time) and [‘Facilitating Financial Sustainability’](#) (20% of time) projects.**
 - Under direction from the ‘Stopping as Success’ (SaS) Senior Research Officer, conduct in-country field research which will contribute to a series of case studies of varying lengths and complexity focusing on responsible exit strategies carried out by International NGOs. The first six months of the postholder’s time will focus exclusively on supporting the SaS project.
 - Under direction from the ‘Facilitating Financial Sustainability’ (FFS) Senior Research Officer, assist in the research and production of research reports based on the work of the Action Learning Groups that have been established under FFS in DR Congo and Uganda.
 - Review draft reports under the SaS and FFS reports and provide input, as well as identify and work with professional proof-readers and editors to ensure that all outputs are of a high standard.

- Identify and liaise with other NGO stakeholders to ensure that Peace Direct's research is linking in with other initiatives.
- Support in the preparation of narrative and financial reports to USAID and other key stakeholders (internal and external), under the direction of the Senior Research Officers.

2. Help organise in-country research and analysis workshops.

- Help organise and facilitate in-country workshops in various locations around the world, including organising the logistics for participants, drafting the agenda and preparing any papers.
- Research good practice in participatory workshop methodologies.

3. Ensuring that research findings are shared internally to support organisational learning and advocacy.

- Liaise and work closely with the Monitoring and Evaluation Advisor to ensure that appropriate M&E methodologies are being applied to all research work.
- Liaise and work closely with the Senior Advocacy Officer and the advocacy staff based in Peace Direct's US Office to ensure that research findings are contributing to Peace Direct's advocacy efforts.
- Work closely with Peace Direct's Programmes Team to ensure that research findings are feeding into Peace Direct's programmatic work.
- Facilitate shared learning between the two USAID-funded research projects, so that they compliment and build on each other's experience.

4. Ensuring that research findings are promoted widely on Peace Direct's communications channels.

- Liaise and work closely with the Communications team to promote the research findings in an accessible way to a variety of audiences.
- Collect content while on overseas visits for communications purposes.
- Write blogs for Peace Direct's websites to raise awareness of our work.

5. Contribute to other research projects, as required.

- Provide support to other research projects, including 'Local Voices for Peace' and the LSE conflict research programme, of which Peace Direct is a consortium member.
- Explore opportunities for collaboration with universities or other institutions, in line with Peace Direct's strategy.
- Assist the Head of Policy and Research in the development of departmental strategies.
- Work closely with the Policy and Research team to ensure consistency and alignment of work.

6. Internal Relations:

- Work very closely with all staff to help deliver PD's strategy.
- Perform any other tasks as directed by the Head of Policy and Research or the CEO.

7. Communications:

- Support the communications and fundraising needs of Peace Direct by contributing to the collection of good quality case studies and photos, particularly during in-country visits.

- Contribute to PD's publications, publicity events and other events, where appropriate.

8. Travel:

- Conduct overseas visits on PD's business, sometimes to rural / difficult locations.
- Occasional travel in the UK.

Environment:

- Out of hours work and occasional overseas travel, sometimes at short notice to difficult locations.
- The position is based at the Peace Direct office in London.

Person Specification

Essential:

- Degree in a relevant subject (International Relations, Peace & Conflict/Security, International Development etc).
- Fluent in written and spoken English.
- Excellent research skills, with a demonstrable experience of using different research methods.
- Excellent writing skills, with experience of writing for different external audiences.
- A keen interest in Peace Direct's main thematic areas (peace and security, international assistance, ODA etc).
- A good working knowledge of Microsoft Word and Excel.
- Excellent team working skills, with a passion for peacebuilding.

Desirable:

- Post graduate degree in a related field.
- Ability to speak, read and write French.
- Experience of organising events/logistical management.
- Experience of field research.