

JOB DESCRIPTION

Job Title	Research and Policy Manager (Homes and Communities – research focus)
Reporting to:	Head of Homes
Location	Central London Offices and Hybrid working Expectation that your minimum office attendance will be 6 days per month (pro-rata). This is open to amendment in the future
Hours	30 hours / 4 days a week (4 days a week minimum considered) Flexible working arrangements are supported
Salary Band/Grade	Band 3

Job Purpose

This role will help Ageing Better deliver its ambition for more people to live in Age-friendly Homes and Communities—enabling people to live well, age well, and remain independent for as long as possible.

Reporting to the Head of Homes, as **Research and Policy Manager (Homes and Communities)**, you will design and deliver research and policy projects from end to end—setting priorities, applying robust methodologies, managing partnerships, and ensuring outputs are accessible, impactful, and evidence-based. Working closely with colleagues across the Homes and Communities Team to ensure projects help to influence national and local policy and support our wider goals.

As one of two research and policy managers, you will be taking a lead delivery role on our research projects and be responsible for designing and conducting original research using both quantitative and qualitative methods, generating new insights that inform our policy positions and contribute to meaningful change.

You will also model our commitment to tackling inequalities and ensuring that the voice of a diverse mix of people in later life is visible and influential within all our activities.

Specific duties and responsibilities

Develop and carry out original research

1. Collaborate with the wider Homes and Communities Team to define key research priorities for the upcoming year. These priorities should build on existing evidence and support our goal of driving policy change at both local and national levels.
2. Lead the development and implementation of new research projects. This includes formulating research questions, selecting appropriate methodologies, conducting both quantitative and qualitative research, analysing findings, and producing meaningful insights.

3. Create a range of high-quality outputs tailored to different audiences, such as external reports, briefing papers, blogs, and other communication formats.
4. Present research insights to various stakeholders and identify opportunities to share findings through workshops, events, roundtables, and other engagement platforms.
5. Provide guidance and support to colleagues in the Homes and Communities Team as they carry out original research initiatives.

Manage research and policy projects

6. Develop and maintain detailed project plans with clear objectives, milestones, and responsibilities. Work closely with project partners, the Homes and Communities Team, and other colleagues at Ageing Better to ensure timely and effective delivery.
7. Design and implement theories of change and impact measurement frameworks to support evidence-based project management and drive continuous improvement.
8. Actively support and promote the meaningful involvement of people with lived experience across all aspects of project work.
9. Manage project budgets responsibly and contribute to broader organisational financial planning and forecasting processes.
10. Provide regular updates and performance reports to stakeholders, partners, internal teams, and funders, ensuring transparency and accountability.
11. Develop and maintain strong networks related to project work. This includes managing relationships with research partners, policy stakeholders, and other key external collaborators.
12. Collaborate with research colleagues across the organisation to share expertise and advice as part of a cross-organisational community of practice, led by the Deputy Director – Work, Transitions and Retirement.

Shared Duties

- Comply with CfAB's policies and procedures at all times
- Promote and support open and effective collaboration across CfAB, participating in team meetings, planning sessions and cross organisational initiatives as needed to meet shared organisational goals
- Carry out all duties in a professional manner and in line with our values
- Adhere to relevant data protection laws and regulations, including UK GDPR and the Data Protection Act 2018 ensuring the secure and ethical handling of personal data
- Promote and maintain a safe and healthy working environment in line with CfAB's Health and Safety policies and statutory obligations, taking responsibility for your own health and well being
- Support fundraising and income generation activities as required, whether by contributing to the development of funding bids or by supporting, monitoring, reporting and impact evaluation processes
- Actively contribute to the charity's influence and advocacy work promoting the voice and best interests and rights of older people
- Undertake any other roles or responsibilities that may be reasonably required within the scope of the Band and scale of the role

Person specification

Criteria	Essential	Desirable	How identified & assessed
Knowledge / Experience			
Understanding of the housing and communities sector		✓	Application
Experience of delivering and managing research projects: scoping research questions, defining research methodologies and creating outputs (including budgets and risks)	✓		
Good understanding of qualitative and quantitative research methodologies, including evaluation methods	✓		Application and interview
Experience of translating in-depth research and evaluations into clear and actionable insight	✓		Application & interview
Knowledge of policy and/or research relevant to ageing and older people		✓	Application
Experience of working on multiple projects and managing multiple deadlines & stakeholders simultaneously	✓		Application & interview
Experience of conducting basic data analysis	✓		
Experience of designing and facilitating workshops		x	
Skills/Competencies			
Excellent project management and prioritising skills; ability to work to tight deadlines	✓		Application
Excellent interpersonal skills, developing relationships and working collaboratively	✓		Application and interview
Effective stakeholder / relationship management skills (internal and external)	✓		Application & interview
Excellent communication skills including writing and producing project reports, blogs, case studies and other communications outputs	✓		Application
Personal qualities			
Commitment to Ageing Better's mission and principles	✓		Application
Collaborative approach and ability to build effective relationships as part of a small team and to the wider team of colleagues	✓		
Ability to work independently and as part of a small team	✓		
Willingness to work flexibly across projects and teams	✓		
A demonstrable commitment to Equality, Diversity and Inclusion (ED&I), and a willingness to learn about and engage in these issues on an ongoing basis	✓		Application & interview

