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**Consultancy/freelance opportunity: Associate Director (Research)**

**April 2022**

**Summary**

London Funders is looking for a consultant/freelancer to join our team as an Associate Director, supporting the research work we need to enable us to inform our members of developments in the external environment and the impact they will have on London’s communities and the funders who support them (in particular in relation to policy).

In this capacity we’d guarantee a minimum number of days work on an annual basis for the person appointed, and would agree additional packages of work during the year depending on the needs of the organisation.

This brief outlines the key elements of the opportunity:

* The purpose – an overview of how the work fits with our team and our plans;
* The products – examples of the type of outputs we’ll be looking to see from you;
* The person – some thoughts on the skills and experience you’ll bring to the role;
* The practicalities – everything you need to know about the role; and
* The process – how we’ll be making the appointment.

If you’re interested in being considered for the Associate Director (Research) opportunity you’ll need to send us your CV and a cover letter (of no more than two sides of A4) outlining how you see yourself working with us before midday on Monday 9 May 2022. More details below.

**About us**

London Funders is the only cross-sector membership network for funders and investors in London’s civil society. We’re uniquely placed to enable funders from all sectors to be effective. We’re focused on collaboration – convening funders to connect, contribute and cooperate together, to help people across London’s communities to live better lives.

With over 170 members including Trusts and Foundations, local authorities, businesses and strategic regional bodies, we are well placed to convene and support collaborations at both a regional and local level. We develop tools and processes that make collaboration possible, and seek to share the learning about what works with our members and beyond.

**The purpose**

We regularly produce briefings and reports for our members, to inform them of policy and practice developments that may impact on their work supporting London’s communities. Typically, each piece of work is commissioned separately, with consultants providing additional capacity and expertise alongside our small core staff team. We anticipate the number of reports we produce to continue to grow, and so would like to formalise the arrangement for producing the research that informs these reports by appointing to an Associate Director role, who will be part of our wider team and help us become more consistent in the work we produce.

We are hugely grateful to the expert consultants and freelancers who have worked with us in the past, and are proud of the reports produced, which have received positive feedback from members, partners and stakeholders on how they have helped to inform their work. Examples of research reports we have produced in this way, to give an indication of the work we will be looking for from the Associate Director (Research), include:

* [London Mayoral Election: civil society recommendations](https://londonfunders.org.uk/resources-publications/publications/2016-london-mayoral-election-civil-society-recommendations) – a desk-based research piece looking at the manifesto asks being made by civil society groups across London;
* [To begin at the beginning](https://londonfunders.org.uk/resources-publications/publications/begin-beginning-funders-response-serious-youth-violence) – a report bringing together desk-based research on the public health approach to tackling violence affecting young people, with case studies from interviews with funders and reviews of published impact reports on approaches to take;
* [Review of reviews](https://londonfunders.org.uk/resources-publications/publications/review-reviews) – a desk-based analysis report looking at the major reviews and recommendations made on the future of civil society, identifying common themes and opportunities for funders to act differently to support these recommendations; and
* [After the storm](https://londonfunders.org.uk/resources-publications/publications/after-storm) – an interview-based research report looking at the changing environment for funders in London as we look to the future beyond covid-19.

The work you do with us will enable us to produce similar reports and briefings for our members for the future. This will primarily be through desk-based research, working with one of our staff team members who will help set the questions and parameters for the research you produce. There may occasionally be the need to complement the work you do with interviews with members and partner organisations, but this will be a much smaller part of the role.

Our core staff team will work closely with you, providing additional guidance and insight based on our engagement with members and civil society in London, including access to data insight reports and learning from our programmes and network groups.

Once you’ve produced the written report/briefing we’ll handle the design process to turn these into the finished products to share with our members and partners. Depending on the report, this may be something we then launch at an event, or host a learning webinar on, where we would also invite you to share your findings or contribute to a discussion on where we go next based on your work.

**The products**

We hope the examples given above give you an insight into the type of work we’re looking for you to produce if you join our team. We’ve also scoped out the first project you’ll be working on with us if you’re appointed, to provide a tangible sense of what we’re hoping to do together. We hope this will be the first of many reports that we produce together that help to inform our members make a positive difference to our collective understanding of the opportunities to strengthen civil society and support communities in London, and help us make the capital stronger, fairer and greener.

The first project the Associate Director (Research) will be asked to deliver is an analysis report mapping the key priorities and commitments from the successful parties at borough level following the elections in London on 5 May 2022, to help London Funders members understand what issues or changes they can expect in the areas they fund and operate.

London Funders supports our members to understand and respond to key changes in the capital’s landscape which could have an impact on the individuals and organisations they support, as well as the wider funding picture. Many of our members fund at a borough or sub-regional level, so the outcome of the local elections are of interest as funders continue to shape their programmes and identify opportunities to work strategically with other partners.

In London a total of 1,817 seats across London’s boroughs will be determined by the May elections, so while some boroughs are unlikely to change political leadership, changes are expected in others. Regardless of the shifts, it is important for our members to understand what issues have been prioritised by the successful parties. Our members fund across a broad range of areas, more details of which can be found in our most recent [member audit](https://londonfunders.org.uk/latest/news/findings-our-member-audit). However, not all of the issues covered in manifestos will be relevant for our members. We will expect the Associate Director to identify and prioritise the areas of most relevance for our network, through a desk-based exercise reviewing the published manifestos for the May elections at a borough level.

Beyond this piece of work we’ll be looking to agree other projects with you, but we hope this gives you an idea of something you’ll be working on straight away with us, as well as showcasing the sort of skills and approaches we’ll be expecting you to bring to this opportunity longer-term.

**The person**

For this opportunity we’re looking for someone with research and analysis skills, who can take ideas and concepts from different people and places, make sense of them, identify trends and themes, and produce clear and accessible written reports that bring this information to life for diverse audiences. We’re hopeful that our work together will lead to positive change for the city and communities we love – so your ability to present research in ways that people can act on will also be important for our work together.

You’ll likely to have been involved in undertaking desk-based research for other organisations, and we’re open to this being from any sector – you might have experience from working on policy issues for civil society, or have been involved in academic research, or in communications roles turning complex ideas into accessible and actionable plans – for us the sector isn’t as important as the skills and experience you’ll bring to this role.

We’re open to you not having worked in or with the funding sector before, but would ideally like you to bring some connections or awareness of London’s communities and civil society as a grounding for the research you’ll be doing – helping to ensure you’re able to quickly identify the ideas and opportunities that will be most important to our work together.

As an organisation we are committed to working in ways that celebrate our city’s diversity and to enabling people from all communities to be part of our work. We are particularly encouraging of applications for this opportunity from Deaf and disabled people, and from racially minoritised people, who are under-represented in our current team.

**The practicalities**

The Associate Director (Research) role is offered as a consultancy/freelance opportunity. We will guarantee a minimum number of days that we will commission from you on an annual basis, and will agree additional packages of work during the year with you based on your capacity and the needs of the organisation.

For 2022/23 we will be looking to commission a minimum of 15 days work, and are proposing a rate of £375 per day (so a minimum contract value of £5,625 for 2022/23).

We will agree projects with you during the year, and anticipate the days will be worked in “chunks” (i.e. as more intensive/focused projects rather than one/two days per month).

As this is a consultancy/freelance opportunity, primarily focused on desk-based research, there is no requirement for you to work from our offices, and we can conduct our meetings with you via zoom or telephone (though we are also very happy to meet in person if you prefer).

**The process**

If you’re interested in being considered for the Associate Director (Research) consultancy you’ll need to send us your CV and a cover letter (of no more than two sides of A4) outlining how you see yourself working with us before midday on Monday 9 May 2022. Please send this via email to info@londonfunders.org.uk

Our team will then review the proposals received, and invite selected people to meet with us (via zoom) in weeks commencing 9 and 16 May 2022, with a view to making an appointment and starting work together as soon as possible after this.

If you have any queries about this role, please send them to us on the email address above and one of the team will get back to you as quickly as we can.

Finally, thank you for your interest in working with London Funders. We think this is a really exciting opportunity to shape the work we do, not just for our organisation, but for the fantastic network of committed and progressive funders we have the pleasure of working alongside as we look to strengthen London’s communities. We look forward to hearing from you!