

Job Description – Nuclear Information Service (NIS) Research Manager

Job Title	Research Manager
Reporting Responsibilities	Accountable to and reporting to the NIS board of directors
Main Purpose	The Research Manager will work alongside the Operations Manager to maintain and develop NIS's position as the 'go-to' source of accurate information on the UK nuclear weapons programme and related issues.
Main Tasks and Accountabilities	Plus any additional duties required by the board of Directors from time to time.
Core Research work:	<ul style="list-style-type: none"> • Undertake and publish both quantitative and qualitative research on projects as appropriate based on the NIS workplan. • Ensure that research projects are delivered to meet time, budget, and quality objectives and report on project delivery and impact to the board of directors. • Produce reports and briefings for NIS and collaborators or partner organisations such as ICAN (International Campaign to Abolish Nuclear Weapons) as appropriate. • Maintain current awareness on topics of interest to NIS and undertake an ongoing 'horizon scanning' review of the media and government publications to ensure that NIS's technical knowledge about the UK's nuclear weapons programme remains up to date.
Public and professional engagement:	<ul style="list-style-type: none"> • Act as the 'public face' of NIS, undertaking speaking engagements, presentations and representation at relevant events as appropriate. • Promote NIS's research findings and investigative work using all relevant media, social media, website, press releases, journalist briefings and specialist meetings. • In collaboration with Operations Manager, contribute to the production of events such as webinars and meetings to promote NIS's research findings. • Build constructive relationships with stakeholders through networking and attending meetings and events which are relevant to the NIS research programme. Liaise with academics, parliamentarians, professionals, regulators, NGOs and journalists as appropriate to deliver the programme.

<i>Fundraising:</i>	<ul style="list-style-type: none"> • Work with the Operations Manager to identify funding opportunities, prepare applications and donor reports. • Assist in the development of the NIS supporter base and individual giving
<i>Organisational management:</i>	<ul style="list-style-type: none"> • Shared responsibility for delivery of NIS objectives and financial management with Operations Manager • Compile and maintain a project catalogue of potential future, fundable research projects and develop the research element of the NIS annual workplan. • Update the contact data base and press list as appropriate • Manage and update the nuclear weapon sites and events database • Attend and report to quarterly board meetings • Monitor and report on impact • Adhere to NIS organisational policies
<i>Relationship management</i>	<ul style="list-style-type: none"> • Ability to work collaboratively with staff, volunteers, associates, contractors and the Board.

Working arrangements

Location	<ul style="list-style-type: none"> • London Street, Reading, Berkshire (remote-working may be possible with 2 days per month in office). • Occasional travel will be required for which agreed expenses will be paid.
Hours of Work	21 hours per week (not including lunch). Normal office hours are 9.00 - 5.00. Actual working hours and extent of remote-working by agreement with the NIS Board. Some occasional evening and weekend working will be required for which time off in lieu (TOIL) can be taken.
Salary	£34,980 per annum FTE, Pro rata £20,988 per annum
Benefits	Contribution to personal pension plan of 5% of salary. 25 days holiday plus bank holidays - pro rata

Required skills, experience and competencies: Please highlight how you meet these in your cover letter

	Essential	Desirable
1.	An interest in and understanding of the technological and political context in which the UK's nuclear weapons programme operates.	Knowledge of technical and scientific aspects of the UK's nuclear weapons programme as they relate to issues concerning, security, safety, environment or the economy.
2.	Demonstrable experience of undertaking effective quantitative and qualitative research work in the politics / social sciences / historical disciplines to a high standard.	
3.	Successful delivery of research projects (to time, budget and quality objectives) and ability to manage and deliver a small scale research programme.	
4.	Ability to understand complex information quickly and translate into language appropriate for a range of audiences, including media, supporters and funders	Experience at preparing successful applications for grant funding Experience of working with the media, including successfully placing stories
5.	Ability to network and build relationships with a wide variety of stakeholders, including stakeholders who are not necessarily supportive of NIS's role.	Experience of advocacy or lobbying
6.	Ability to work independently, as a team member and with a range of collaborators.	Experience in commissioning and managing independent contractors.
7.	Experience of public speaking and delivering effective presentations.	Ability to act as a spokesperson and representative of NIS and to articulate complex issues in an accessible way
8.	Excellent verbal and written communication skills in the English language and good level of numeracy.	
9.	Data management and analysis skills	
10.	Proficient in management of website content and use of social media	
11.	Excellent time management and organisational skills.	