



The Youth Endowment Fund Senior Research Manager (Toolkit)

Reports to: Evidence and Engagement Lead

Salary: £51,300

Contract: 2 years fixed-term

Location: Central London, Hybrid*

Closing date: 9am Monday, 8th April 2024

About the Youth Endowment Fund

We're here to prevent children and young people becoming involved in violence. We do this by finding out what works and building a movement to put this knowledge into practice.

In recent years violent crime has risen significantly. Homicides, assaults, robberies and offences involving weapons have all seen growth. We have also seen increases in violent crime involving children and young people. This is a tragedy. Every child captured in these numbers is an important member of our community and society has a duty to protect them.

The Youth Endowment Fund exists to try and permanently change things. To succeed, we must build a fantastic body of knowledge about violence affecting young people and how we reduce it. This knowledge has to be both rigorous and highly relevant to those making decisions about how to support vulnerable young people. We need to find out what works and what doesn't through evidence synthesis, data analysis and qualitative research into children's lives. We then need to convert this into highly accessible content on what works, how delivery organisations need to change their practice and how the systems they operate in need to be reformed.

About the Toolkit and Synthesis Team

The Toolkit and Synthesis team is at the heart of our work to spread knowledge of what works to prevent children becoming involved in violence. We do this by



creating free, highly accessible summaries of the best available research. We love to discuss the latest developments in research methods, but we're not just interested in research for its own sake. We want research to lead to actual changes in outcomes for children.

Our flagship resource is our [Toolkit](#) a free, online resource that summarises the best available evidence about preventing children becoming involved in serious violence. It's based on the highest-quality systematic reviews but is written in plain English and is free of jargon. It provides practical guidance and helps practitioners and policy makers turn evidence into action. The Toolkit is a live resource – we regularly update it so that professionals working to keep children safe have access to the latest findings. We do this by commissioning new systematic reviews, building a pipeline of evidence to keep expanding the Toolkit.

Alongside our work on the Toolkit, our team is also responsible for the [YEF Programmes Evidence and Gap Map](#) and the [YEF Systems Evidence and Gap Map](#). We're working with external partners to explore new ways of updating the research using the latest developments in technology. We're also working with partners on an Effect Size Database to facilitate new systematic reviews and meta-analyses of research examining the impact of violence prevention interventions.

Key responsibilities

The Senior Research Manager will be an essential part of the YEF Toolkit and Synthesis team and will develop a portfolio of impactful projects. The core of your role will be leading our work on commissioning evidence synthesis.

This will involve:

- Developing the future pipeline of systematic reviews. You'll scope out the existing evidence base and understand the needs of our audience. You'll use this information to recommend new review topics for YEF funding.
- Leading on the design, commissioning, and management of systematic reviews. You'll also work with our partners to manage existing grants for

systematics reviews. This will involve reviewing protocols and reports, working with advisory groups, and ensuring that systematic reviews will meet our aims.

- Becoming an advocate for the insights generated by YEF-funded reviews both within and outside the organisation. You'll ensure that these insights inform our strategy and are accurately communicated to policy makers and practitioners.
- Writing and reviewing content for the Toolkit. You'll use findings from evidence synthesis to produce new content for the Toolkit, including summaries of the evidence and impactful resources which enable the application of research in practice. You'll ensure that Toolkit content is only ever easy-to-understand and written in plain English with incredible clarity.
- Providing leadership across the organisation to ensure synthesis is high-quality. You'll be the go-to person at the YEF for support with evidence synthesis.
- Ensuring that reviews are used to update and expand the YEF's Evidence and Gap Maps.
- Contributing research to support the scoping, development and delivery of our grant-making.
- Ensuring that our strategy and decision-making are informed by the best available research.

About you

You're this sort of person:

- You want to play a significant part in reducing the level of violence affecting young people. You care about having an impact.

- You share our belief that an evidence-based approach is our best hope of preventing violence. You're fascinated by research, but you're not just interested in research for its own sake. You want to achieve actual changes in outcomes for children.
- You're a confident reader of research and have strong critical appraisal skills. You know when research can be trusted and when it can't and can confidently articulate your views on the strength of research. You might have gained this expertise through your academic studies, research or professional experience.
- You have a proven track record of commissioning or conducting high-quality evidence synthesis. You have a good understanding of these methods and can discuss the pros and cons of them. You might have gained this expertise through your academic studies, training, research or professional experience.
- You have at least three years' experience working in a role that required you to think about research. This could include a range of roles in policy, academia, funding or practice.
- You write in a way that people easily understand. You have that rare skill of writing in plain English. You have experience of translating complex research findings into plain writing that everyone can understand.
- You have excellent project and time management skills. You can work independently, quickly and to a high standard.
- You're good with people. You're comfortable working with a wide range of people, including senior academics and other research experts, children and their families, practitioners and policy makers. You're able to provide constructive challenge when required.

- You learn fast but remain humble. You like learning. You're very good at synthesising information. You know how much you don't know and that you can always learn more.
- You work well in a team. You care more that good things happen than who gets the credit. You support your colleagues to produce excellent work.
- You're committed to equality, diversity and inclusion. You believe and act in a way that celebrates and encourages a range of experiences, views and values.

You may have:

- A good level of knowledge and understanding of crime or violence. You know the facts, understand the issues, know the key people and can discuss the theories. You're knowledgeable on this topic and very at ease discussing it with experts. Alternatively, you might have a strong understanding of a relevant area such as education, youth work or social care.
- Experience of developing a research strategy. You have thought hard about gaps in the evidence base, how they can be filled and how this might influence policy and practice.
- Experience of commissioning research and managing external contractors. You can scrutinise a budget to ensure it provides value for money.
- Confident public speaking skills. You're an excellent verbal communicator. You've delivered dozens of talks on complex topics. You're calm and confident when answering challenging questions.

While it's not a criterion, we're especially interested to hear from applicants who have lived experience of youth violence.



It's also important to us that the people we hire do not discriminate. We believe in being inclusive and giving everyone an equal chance to succeed. Applications are welcome from all regardless of age, sex, gender identity, disability, marriage or civil partnership, pregnancy and maternity, religion or belief, race, sexual orientation, transgender status or social economic background.

Additional benefits include

£1,000 professional development budget annually, 28 days plus Bank Holidays, four half days for volunteering activities.

Hybrid working details

The office is based in Central London. Those living in and around London are expected to be in the office a minimum of 2 days per week. If you live outside of London and work remotely, you'll be expected to work from the London office 2 days per month.

To apply

To apply, please send a CV and cover letter, and complete the monitoring form click on "**Apply for this**" button by **9:00am Monday 8^h April 2024**.

When applying for this role, please ensure that your cover letter can answer, within a maximum of 1000 words, the following questions:

1. Why are you motivated to apply for this role?
2. Give clear examples where your experience directly relates to the "About You" section in the Job Description.

You should also include the contact details of two referees, one of whom must be your current or most recent employer. Referees will only be approached with your express permission.

You will also be required to provide proof of your eligibility to work in the UK. As part of our commitment to flexible working, we will consider a range of options for the successful applicant. All options can be discussed at the interview stage.

Interview process



Interviews will take place in the week commencing the 16th April 2024.

There will be a task to prepare for in advance.

Personal data

Your personal data will be shared for the purposes of the recruitment exercise. This includes our HR team, interviewers (who may include other partners in the project and independent advisors), relevant team managers and our IT service provider if access to the data is necessary for performance of their roles. We do not share your data with other third parties, unless your application for employment is successful and we make you an offer of employment. We will then share your data with former employers to obtain references for you. We do not transfer your data outside the European Economic Area.