

Job details

Location:	Home-based in the UK
Reporting to:	Head of Policy
Hours:	3 days per week, worked flexibly
Contract:	This post will be a fixed-term two-year post, with the possibility of extension
Salary:	£23-£25K per annum, pro rata

Job purpose

The role is part of the Policy & Research team, which supports Army families with their complex enquiries and engages with policy makers on key issues. The Evidence Officer will support the work of the team and AFF in general, working closely with colleagues to collect and analyse data and evidence to identify key trends and issues, and support policy engagement.

They will also provide briefings on key reports, support parliamentary activity and co-ordinate responses to key stakeholder consultations and the quarterly engagement and evidence collection planning.

Job responsibilities

Responsibilities of the post include:

- Management and analysis of data to provide evidence on families' issues, including evidence drawn from the AFF enquiries database, from social media engagement and AFF surveys.
- Supporting the Head of Policy in managing the quarterly engagement and evidence collection planning process, including identifying topics and stakeholders, support in drafting engagement questions to draw out evidence, establishing and monitoring timelines, analysing and presenting results.
- Provide analysis and briefings on key Army, MOD and wider Government reports, such as the Families Armed Forces Continuous Attitude Survey and Armed Forces Pay Review Body.
- Co-ordinating team responses to stakeholder requests for information or evidence to Defence, Government and other consultations and reviews.
- Support the Head of Policy with AFF's developing impact measurement processes, including data visualisation.
- Monitor relevant research and academic studies/reviews relevant to Army families.
- Any other duties appropriate to the post as required by the needs of the organisation.

Knowledge, skills and experience needed for the job

- All applicants must be eligible to work in the UK.
- This role may require flexibility of working days and times during key analysis periods.
- All staff are expected to attend and participate in AFF meetings, training and other events as required.
- All new staff are expected to be familiar with and able to use Microsoft 365 applications.

Essential

1. Ability to analyse both quantitative and qualitative evidence and data, with the capability to translate complex evidence into easily understandable information
2. Experience in both writing and analysing reports, with clarity of expression
3. Ability to horizon scan and gain insights on trends and developments affecting Army families
4. Self-motivated – ability to work on own initiative, and to prioritise workload, utilise time effectively and meet deadlines
5. Ability to work across a wide range of issues, often switching rapidly between them
6. Good stakeholder engagement skills
7. Understanding of principles of client confidentiality
8. Understanding and current knowledge of Army life and its impact on families
9. Experience of monitoring impact measurement, including data visualisation.

Desirable

1. Experience and knowledge of influencing policy development in the public sector
2. Familiar with current affairs in politics and parliamentary process at local and national level
3. Experience of providing responses to Government consultations
4. Experience of evidence collection, including surveys and focus groups
5. Experience of using PowerBi and pivot tables to analyse data
6. Knowledge/experience of Survey Monkey.

Self-development, team-working and conduct

All staff members should:

- Undertake appropriate personal development and maintain and develop skills and knowledge as determined by the Performance Review process and in contact with your line manager.
- Monitor and maintain a safe working environment and working practices, at all times, and report any health and safety issues or risks to the AFF H&S point of contact.
- Work as a positive team member, in accordance with AFF's Equal Opportunities and Dignity at Work policy and procedures.
- Behave in a professional manner at all times, reflecting and maintaining AFF's Core Values, and generating a positive image of AFF to all stakeholders.
- Adhere to all AFF policies and procedures to ensure these are maintained at all times.

What we do for you



When do I work?

Generally during normal working hours, Monday-Friday 09:00-17:00. However, you will be required to work reasonable additional hours in order to fulfil the requirements of your role, including travel and overnight stays.



Does AFF pay overtime?

We don't pay overtime, but we do operate a Time Off in Lieu (TOIL) policy.



How much holiday do I get?

Work life balance is important and we give all staff 30 days' holiday a year (pro rata for part-time staff), plus 8 recognised public and bank holidays. PLUS, staff can take the day off on their birthday as an additional day's paid leave.



How will AFF review my salary?

A pay committee, made up of Trustees and the Chief Executive (with contributions from senior managers), reviews pay annually.



Will AFF help me save for the future?

AFF has a workplace pension scheme with NEST, and contributions are based on statutory auto-enrolment rates.



How will AFF help with my development?

Your induction will include time with your line manager. We offer role-related training as identified in Performance Reviews, and there are opportunities for all-staff and team-based training throughout the year.



Employee Assistance Programme (EAP)

The EAP provides confidential and independent advice and support on many of life's challenges including mental, physical and emotional health issues and financial difficulties.



Health cash plan

The cash plan gives you cashback on optical, dental and complementary therapies as well as access to online tools and support. Children in full-time education are also covered.

Job context and other relevant information

- References will be taken up on appointment.
- The successful applicant must be prepared to travel within the UK to meetings as required and to attend staff conference and training events, usually held in the South East of England, some of which may require overnight stays.
- There will be a probationary period which is up to 6 months and you will be required to sign an agreement that you will abide by the AFF Data Protection & Confidentiality Policy as part of your contractual obligations.
- We rely on home-based staff to supply electricity and use of broadband for purposes of working effectively from home. You may be able to claim working from home tax relief from HMRC in support of these small costs incurred. Full details are available on the gov.uk website.
- AFF supplies a laptop and mobile phone with this position. All equipment provided is for work purposes only and must be used in line with the IT acceptable use policy. All home-based staff are expected to provide a suitable home working environment in which to use this equipment effectively and assessment of suitability may need to be carried out before an appointment is made.
- Expenses incurred in the course of fulfilling the duties of the post will be paid according to AFF's Expenses Policy in force at the time.
- All applicants must be willing for their personal image and work contact details to be used on the AFF website.