

## Job Description: Project Researcher

Job Title: Project Researcher

Reports to: Director of Programmes

Salary: London Living Wage, £387 per week

Contract length: Two weeks

Dates: 22nd August - 2nd September

Regular Location: Hybrid; Division between time in office in Tooting and work from home to be discussed with selected candidate

Application Deadline: Sunday, 14th August 11:59 pm

Applications are invited for the position of **Project Researcher** to complete key research as part of the Patchwork Foundation's MP of the Year Awards. We are seeking to appoint a highly motivated individual with experience in completing research. The Project Researcher will work alongside Patchwork Staff organising the Awards.

### **Organisation Overview: Patchwork Foundation**

Our mission is to promote, encourage and support the active participation of young adults from disadvantaged and minority communities within British society to engage actively with politics and democracy, to produce active members of civil society. We run several programmes and initiatives aimed at young people (18-30 years old) to equip them with the skills, experience and opportunity to become active members of wider society and politics. Through the programmes, we seek to create individuals who can develop and improve their own prospects and the people around them in their communities.

### **Programme Overview: MP of The Year Awards**

The MP of the Year Awards celebrate the work of MPs from across the country who actively work with underrepresented and disadvantaged communities across the UK. The awards provide a motivation for MPs to work with diverse communities and highlights best practice. The Patchwork Foundation believes in promoting and highlighting best practice. Each year MPs across the country work closely with diverse communities, with many MPs delivering excellent representation and coverage to otherwise underrepresented segments of society. The

Patchwork Foundation rewards those winning MPs – nominated by members of the public or grassroots community organisations and selected by an independent panel of judges – by acknowledging them as the MPs of the Year.

### **Role Overview: Project Researcher**

Following submissions by the public, the Project Researcher will collate and confirm the validity of each submission to the The MP of the Year Awards. Using existing templates, the Project Researcher will collate existing information and conduct research into each nominated MP to create profiles to be shared with the MP of the Year Judging Panel for final selection.

### **Required Skills:**

- Excellent attention to detail
- Strong organisational and research skills
- Highly self-motivated with a positive and energetic attitude
- Experience / understanding of the work of MPs, Parliament and other democratic systems
- Knowledge of G Suite and Zoom technologies
- Political impartiality

### **Application Procedure**

1. **Submit CV** CV should include two referees: Please give the contact details of two people we can contact for references, one of whom should be your most recent employer where applicable (they should not be friends or relatives). The referees must be able to comment on your knowledge and experience and your ability to do the job you have applied for.
2. **Application Questions**
  1. Outline your research or any other relevant experiences. *Max 500 words.*
  2. Summarise the work and voting record of your chosen MP on the topic of climate change. *Max 250 words.*
3. Fill out the **Equal Opportunities Monitoring Form**, and please attach it when applying.
4. Email to [jobs@patchworkfoundation.org.uk](mailto:jobs@patchworkfoundation.org.uk) with the subject: "Application for Project Researcher – [Your Name]."

We value and respect all differences (seen and unseen) in all people at the Foundation. We are actively seeking and encouraging applications from candidates from diverse backgrounds. We are committed to equity and inclusivity within our workforce and ensure that all candidates are considered fairly. We will consider requests for flexible working arrangements.