



Job Description

Job Title:	Research Assistant
Grade:	Training
Salary:	London Living Wage - £8.30 p/h
Employed by:	Unlock Democracy
Contract type:	9 month Fixed Term
Line-manager:	The Campaigns and Communications Manager
Hours of work:	28 hrs per week
Holidays:	25 days in addition to Christmas office closure (15 days pro rata)
Pension:	3%

Job Description

Unlock Democracy (incorporating Charter 88) is the UK's leading campaign for democracy, rights and freedoms. A grassroots movement, we are owned and run by our members. In particular, we campaign for fair, open and honest elections, stronger parliament and accountable government, and a written constitution. We want to bring power closer to the people and create a culture of informed political interest and responsibility. We are looking for a Research Assistant to conduct research for our policy development and campaigning work. The Research Assistant will be responsible for:

- Working with the Deputy Director to provide a substantive evidence base for Unlock Democracy's campaigning work..
- Monitoring the political debate and policy developments related to constitutional and democratic reform and in particular party funding, House of Lords reform and lobbying transparency.
- Researching and providing information on constitutional and democratic reform issues to assist the Deputy Director in drafting briefings on Bills or responses to policy consultations.
- Helping with proofing and editing Unlock Democracy's publications.
- Conducting original research as necessary to assist our campaigning work.
- Assisting the Deputy Director in running parliamentary campaigns including drafting letters to parliamentarians and administering EDM campaigns.
- Helping to draft blog posts and rebuttals on our policy areas.
- Working with others to organise events as appropriate.
- Helping to respond to policy queries from our members and supporters.
- Undertaking any other tasks reasonably required by the Director.

Person specification

Unlock Democracy seeks a Research Assistant to help provide a strong evidence base for our campaigning and policy work. The successful candidate will, in addition to being committed to the aims and objectives of Unlock Democracy, be an organised and systematic person who has experience of researching complex policy areas and is interested in political processes and participation.

Essential Skills

- Commitment to the aims and values of Unlock Democracy
- Experience of conducting research
- The ability to write clear, concise reports on research topics and debates
- Excellent attention to detail and accuracy
- Be organised, systematic and a confident team worker

Desirable

- Knowledge of constitutional and democratic reform issues, in particular House of Lords reform, party funding and lobbying transparency
- Knowledge of how Parliament works
- An understanding of campaigning
- Good general IT skills.
- Commitment to the aims and values of Unlock Democracy