Job Title: Research and Policy Associate
Organisation: Runnymede Trust
Reports to: Head of Research and Policy
Salary: £39,389
Location: Hybrid – two days a week in the office in London (if based in London) or two days per month in the office in London (if based outside of London)
Hours: Full time – 35 hours per week
Contract: Permanent

About Runnymede Trust

The Runnymede Trust is the UK's leading independent race equality think tank. For over 50 years, we have worked to challenge racial inequalities and create a more just and equitable society through high-quality research, evidence-based policy development, and public engagement.

Our work is grounded in the belief that race equality is essential to a thriving democracy and a fair society. We work across a wide range of issues including education, employment, criminal justice, health, migration, housing, and economic inequality - centring the lived experiences and voices of racially minoritised communities throughout our work.

We combine rigorous research with advocacy, strategic partnerships, and influencing work to shape public debate and drive systemic change. Our work seeks not only to understand inequality, but to challenge the structures and systems that sustain it.

To support the delivery of our mission, we are guided by a set of core values that shape both our work and our culture:

- We're uncompromising on quality and evidence - producing rigorous, credible work that drives informed debate and meaningful change.
- Our work is rooted in care - centring humanity, wellbeing, and respect in how we work with communities, partners, and each other.
- We believe in the power of solidarity - recognising that collective action and collaboration are essential to achieving racial justice.
- We are thoughtfully courageous - willing to challenge injustice, ask difficult questions, and speak truthfully with integrity and purpose.

As an organisation, we are committed to anti-racism, equity, collaboration, and intellectual integrity. We strive to create an inclusive and supportive working environment where colleagues are empowered to contribute, develop, and make meaningful impact.

About the role

The Research and Policy Associate/Advisor will support the development and delivery of high-quality research and policy outputs across Runnymede's strategic priority areas.

Reporting to the Head of Research and Policy, the postholder will contribute to the design, delivery and dissemination of research projects, undertaking qualitative and quantitative research, policy analysis and evidence synthesis to support Runnymede's programme of work. The role will involve working across a range of policy areas, including wealth and poverty, education, policing and community safety, and migration.

The successful candidate will help ensure that Runnymede's research is rigorous, accessible and relevant to policy and public debate. They will contribute to research reports, policy briefings, consultation responses and other outputs, while supporting the effective delivery of research projects and partnerships.

Key Responsibilities

Research and policy development

- Contribute to the design, delivery and dissemination of research projects across Runnymede's strategic priority areas.
- Conduct qualitative and quantitative research, including literature reviews, data analysis, stakeholder engagement and evidence synthesis.
- Produce high-quality research reports, policy briefings, discussion papers and other outputs.
- Translate research findings into clear, evidence-based policy recommendations and practical proposals for change.
- Provide responsive research and policy support to consultations, parliamentary briefings, organisational priorities and external opportunities.
- Contribute to the development of research approaches, methodologies and tools that ensure Runnymede's outputs are rigorous, accessible and impactful.

Project delivery and research management

- Support the effective delivery of research projects, ensuring milestones, budgets, reporting requirements and timelines are monitored and maintained.
- Manage project-level budgets and resources, monitoring expenditure and ensuring projects are delivered within agreed budgets and funder requirements.
- Coordinate project activity and identify risks or issues that may affect delivery, escalating where appropriate.
- Work with freelance researchers, academic partners and external contributors where required.
- Support the monitoring, evaluation and reporting of project outcomes and impact.

Partnerships and stakeholder engagement

- Develop and maintain productive relationships with external partners, researchers, policymakers, community organisations and other stakeholders.
- Work collaboratively with partners to design and deliver research and policy-related activities, including research proposals, events and collaborative projects.
- Maintain regular communication with partners and funders regarding project progress, outputs and impact.
- Ensure that the perspectives and experiences of racially minoritised communities inform research and policy development wherever appropriate.

Communications, impact and representation

- Work with colleagues across Research, Policy and Communications to maximise the reach and impact of research outputs.
- Contribute to website content, presentations, commentary, events and other dissemination activities.
- Support the development of policy responses, consultation submissions and briefing materials for external stakeholders.
- Represent Runnymede at meetings, events and external forums where appropriate.
- Promote anti-racist values and contribute to an inclusive, collaborative and high-performing organisational culture.

Organisational contribution

- Support the delivery of the Research and Policy team's strategic objectives.
- Contribute to the development of new research opportunities, partnerships and funding proposals.
- Identify and resolve issues that may affect the achievement of project objectives and organisational priorities.
- Contribute to the continuous development of Runnymede's research and policy portfolio and wider organisational goals.

Person specification

Experience

- Experience conducting qualitative and quantitative research, including data collection, analysis and interpretation.
- Experience undertaking research that centres the experiences and perspectives of racially minoritised communities.
- Experience producing research reports, policy briefings, discussion papers or other evidence-based outputs.
- Experience translating research findings into accessible insights, recommendations and policy-relevant outputs.

- Experience supporting or managing research projects, including monitoring timelines, deliverables and budgets.
- Experience working collaboratively with external stakeholders, partners, researchers or community organisations.
- Experience working on issues relating to social policy, equality, racial justice or related fields.

Skills

- Research and analytical skills, including the ability to interpret complex qualitative and quantitative evidence.
- Written communication skills, with the ability to produce clear, accurate and accessible reports and briefings.
- Verbal communication and presentation skills.
- Project management and organisational skills, with the ability to manage competing priorities and deadlines.
- Ability to synthesise information from multiple sources and identify key themes, trends and insights.
- Ability to build productive working relationships with colleagues, partners and stakeholders.
- Attention to detail and commitment to producing high-quality work.
- Interpersonal skills that can foster good working relationships with marginalised communities

Knowledge & Understanding

- Understanding of qualitative and quantitative research methodologies and their practical application.
- Understanding of policy development processes and evidence-informed policymaking.
- Understanding of the structural drivers of racial inequality and anti-racist practice.
- Knowledge of one or more of Runnymede's strategic priority areas, including wealth and poverty, education, policing and community safety, or migration.
- Understanding of the role of research and evidence in influencing public policy and public debate.
- Commitment to the aims, values and mission of The Runnymede Trust.

Equity, Access & Inclusion

The Runnymede Trust is committed to creating an inclusive, equitable and supportive workplace where everyone is treated with dignity and respect. As an organisation dedicated to racial justice and social equity, we recognise that a diversity of backgrounds, experiences and perspectives strengthens our work, challenges our thinking and improves decision-making.

We particularly welcome applications from people from Black, Asian and racially minoritised communities, disabled people, LGBTQ+ people, people with caring responsibilities, people from

different socioeconomic backgrounds, and others who are underrepresented within the charity, policy and research sectors. In our recruitment processes, we value the skills, knowledge, experience and perspectives that individuals can bring, particularly where these contribute to broadening representation and bringing insights that are not currently reflected within our organisation.

We are committed to ensuring our recruitment processes are accessible and inclusive. If you require reasonable adjustments at any stage of the process, please let us know.

We recognise that candidates may not meet every requirement in the person specification. If you are excited by the role and believe you can make a strong contribution to our work, we encourage you to apply.

This job description provides an overview of the role and may evolve over time in line with organisational priorities.